

Note Taking Assessment

Class Notes Checklist

Use this checklist to judge the quality of your class notes. Check Yes or No if these are included in your notes.

	YES	NO
1. Date & subject of lesson	_____	_____
2. Format	_____	_____
a. Consistent style (titles underlined/in colour...)	_____	_____
b. Key words bolded/highlighted	_____	_____
c. Phrases/points rather than full sentences	_____	_____
d. Use indentations to organize information	_____	_____
3. Neat legible writing	_____	_____
4. Complete	_____	_____
a. Indicates hints & gestures	_____	_____
b. Record of examples not shown as text	_____	_____
c. Diagrams to help illustrate concepts	_____	_____
5. Use of symbols (<i>ie:</i> →, b/c, ••...)	_____	_____
6. Starring or marking important points (<i>ie:</i> ? ★ in margin)	_____	_____
7. Leave spaces for extra details & examples	_____	_____
8. Record questions that come up in the margin	_____	_____
9. Summary statement of lesson	_____	_____
10. Review notes within 1 day of taking them	_____	_____

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