

## Summarizing and Note Taking Rubric

	4	3	2	1
<b>Keywords vs. Copying</b>	Notes are recorded as keywords and phrases.	Notes are primarily recorded as keywords and phrases.	Notes are primarily copied from the source. Some evidence of keywords and phrases.	Notes are copied directly from the source.
<b>Relevance</b>	Notes relate to the topic.	Notes primarily relate to the topic.	Some notes relate to the topic, but many don't.	Notes are not related to the topic.
<b>Organization</b>	All notes are organized, bulleted, and neat. Has heading, topic/subtopics listed, and search terms are listed.	Most notes are organized, bulleted, and neat. Heading, topic, and search terms are mainly complete.	Some evidence that notes are organized, bulleted, and neat. Heading, topic, and search terms are incomplete.	No evidence of notes that are organized, bulleted, and neat. No heading, topic, or search terms listed.
<b>Citation</b>	All notes refer to their source.	Notes primarily refer to their source.	Some evidence that notes refer to their source.	No evidence that notes refer to their source.
<b>Quantity</b>	More than enough notes are taken to create the product.	A sufficient number of notes are taken to create the product.	Nearly enough notes are taken to create the product.	Not enough notes are taken to create a product.

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