

Notes Evaluation Form

For _____ by _____

Evaluation Criteria	Answer		
Legible Handwriting	Yes	No	
Presence of irrelevant work	Yes	No	
Use of helpful diagrams and sketches	Much	Some	None
Consistent format: phrases or sentences	Yes	No	
Title and date of lecture near top of page	Yes	No	
Subheadings or details indented	Yes	No	
One main point per line	Yes	No	
Use of abbreviations	Yes	No	
Brackets or other devices used to indicate personal responses	Yes	No	
Markings or numbers for emphasis	Yes	No	
Writing notes on one side only	Yes	No	
Completeness of notes	Yes	No	
Accuracy of note-taking	Yes	No	
Use of final summary after review and editing	Yes	No	
Overall appearance: margins, spacing, etc.	Good	Fair	Poor