

EVALUATION OF NOTES

Notetaker _____

Evaluator _____

Date _____

Criteria	Good	Needs Improvement	N / A	Specific Examples
Was unbiased, didn't write opinions in the notes				
Put page number, class title, and date on each page				
Used 8-1/2 x 11" paper				
Used a black pen				
Wrote legibly				
Left blanks when unsure				
Used correct spelling, or indicated "SP" if unsure				
Used white space effectively				
Heard and marked points of emphasis				
Defined difficult vocabulary				
Used complete sentences				
Used examples				
Used diagrams and illustrations if possible and appropriate				
Organized the information				
Included enough information				
Speaker indicated				
Used abbreviations				
Reworked the notes later. (Checked spelling, added emphasis, organizational strategies, completed words, added punctuation, etc.)				

General comments on the completeness and usefulness of the notes:

Suggestions for two things the notetaker should concentrate on improving: