

Reading Notes Rubric

Correct file title	Yes					No = 0
Correct file type	Yes					No = 0
Directions <ul style="list-style-type: none"> • Name, date, course number – top left corner • 1-inch margins • 1 page total • Correct font – Times New Roman (12 point) • Bullet points for all sections except synopsis • All sections are singled spaced • Insert a single space between all sections • Appropriate citation – top of page • All sections labeled correctly and bolded • All sections are in the correct order 	0	1	2	3	4	
Synopsis <ul style="list-style-type: none"> • Appropriate length (6-10 sentences) • Concise but detailed • Includes all main points of the article • Focuses on main ideas rather than on minor points • Demonstrates a logical progression of ideas • Frames in terms of the author’s argument and utilizes author’s language • Does not contain your value judgements or opinions • Includes only correct information • Does not use long quotes • Refrains from being repetitive or superfluous • Expresses a clear understanding of the reading 	0	1	2	3	4	5
Key Concepts <ul style="list-style-type: none"> • 3 important concepts • Concepts are not made-up phrases • Concepts are not random (SAT style) words • Concepts are fully defined • Definitions reflect the meaning in the reading NOT a dictionary definition. • Definitions accurately explain concept and are not just about the concept • Direct quotes are in quotation marks and APA cited • Paraphrased ideas are APA cited 	0	1	2	3	4	
Key Quotes <ul style="list-style-type: none"> • 3 important quotes • Quotes include enough context/enough of the quote • Quotes reflect big picture ideas from the text • Quotation marks and page numbers included – APA citation 	0	1	2	3	4	
Essential Question <ul style="list-style-type: none"> • At least 1 essential question • Question is not posed as a yes or no question • Question addresses a big picture concept • Question is well thought out • Question demonstrates an understanding of the text • Question has not already been answered by the author(s) 	0	1	2	3	4	
Mechanics/Grammar <ul style="list-style-type: none"> • Shows evidence of proofreading • Well-structured, coherent sentences • Appropriate use of commas • Utilizes appropriate word choice • Utilizes the conventions of academic writing 	0	1	2	3	4	
Total Points	/25					