



## Note-Taking Wizard Instructions & Scoring Rubric

The purpose of the Note-Taking Wizard (NTW) is to help you learn how to take effective reading notes, not only to prepare you to be a better participant in discussions but also to improve your writing by deepening your understanding. Moreover, the NTW is designed to help you keep better track of your own learning and to take ownership over your understanding of complex issues. The final four sections—which focus on making connections, being aware of your emotional response, asking questions, and formulating tentative conclusions—are especially aimed at this goal.

### Scoring:

Your notes will be graded using the following criteria. Each of your submissions is worth 1 point toward your final grade.

- **Completion (0.8 points):** The NTW has eight sections, with the first 3 lines being grouped together as the “header” section. For each section that you complete fully, you will earn 0.1 points.
- **Specificity and Detail (0.2 points):** The usefulness of the NTW for classroom discussion and essay writing, etc., depends to a large extent on how specific and detailed your notes are. This criterion refers more to quality than quantity. Increase the specificity and detail by including page numbers, names of other authors, and clearly explained main points, questions, connections, etc.

### Additional tips:

- Add relevant page numbers and locations in parentheses. For example:
  - (53T) for the top 3<sup>rd</sup> of page 53
  - (53M) for the middle 3<sup>rd</sup> of page 53
  - (53B) for the bottom 3<sup>rd</sup> of page 53
- Explain the significance of the author’s background to the perspective you see in the reading.
- Use authors’ last names when making connections to other readings. If you have time, add page numbers to cross references, so that you can quickly find relevant resources for discussion or writing purposes.
- Enhance the usefulness of your notes by adding to them in class and outside of class (especially when you find connections with other readings or when you are working on writing an essay).
- Feel free to use the reverse side to add additional notes.
- Go back to earlier sections as needed, or add more notes in class, especially to the conclusions section.

### Acknowledgments:

Thanks to Professor J P Leary for creating the “FNS Graphic Organizer,” which inspired me to make the Note-Taking Wizard. My Fall 2016 peer mentor Joseph Taylor helped me refine this tool and the instructions.

