

CATEGORY	4	3	2	1
Bibliography	Bibliography information is complete.	Bibliography information is missing 1 piece of information.	Bibliography is missing 2-3 pieces of information.	Bibliography attempted but missing lots of information.
Paraphrasing	The student notes the information in his/her own words. Exceptions to this rule include specific vocabulary words necessary to the topic.	the student notes most of the information in his/her own words. Some of the vocabulary and sentence structure may be similar to the original text.	The student copies many of the words and/or sentences. Only a few words are changed.	The student copies most of the information and is in danger of plagiarism.
Short phrases	Student uses all short phrases and leaves out little words like "a" and "the". Student uses bullets or outlining.	Student uses a few short phrases but mostly complete sentences. Student uses bullets or outlining.	Student uses one short phrase and many complete sentences. May use bullets.	Student uses all complete sentences.
Topic headings	Information is very organized with topic headings and details.	Information is mostly organized with main categories and details under each category.	Notes are understandable but not grouped in any order. Information lacks details.	Notes are disorganized, hard to understand.
Quotation marks	Several excellent quotations are recorded which relate well to the topic and are recorded accurately. Quotation marks are used.	One or two quotations are recorded. Quotation marks are used.	One quotation is recorded for one book. Quotation marks are used.	No quotations.
Handwriting	Handwriting is neat and very easy to read.	Handwriting is mostly neat and easy to read but some words are hard to read.	Handwriting is sloppy and difficult to read.	Handwriting is almost impossible to read.
Information	All the information is relevant to the task. Lots of information is recorded.	Most of the information is relevant to the task. Much information is recorded.	Three or more pieces of information are irrelevant and information lacks details.	Information has little or nothing to do with the main topic, and/or few notes taken
Page numbers	Page numbers are recorded for all books and all information.	Page numbers are recorded for most of the notes.	A few page number are recorded.	No page numbers recorded..