**QUEST Essay Process: Note-Taking Form Rubric**

**FORMATIVE (reading)**

**Note-taking form: 100 pts.**

\_\_\_\_\_\_\_/50 **Q&A:** IS THE FORM COMPLETE, as per the following requirements?

 •Do you have complete answers for every “guiding questions”?

•Do you have **three** Level 2 and/or Level 3 (i.e., critical thinking) questions/answers?

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_/20 Are the **SOURCES** of researched info identified completely/correctly?

 •Do you have a live link to the website (if applicable)?

 •Do you have the source displayed with complete information per MLA?

 •Do you have required number of RELIABLE/CURRENT/VALID sources?

 \_\_\_\_\_\_/5 with one of these being an interview (HWOC)

 \_\_\_\_\_\_/4 : “twins”; \_\_\_\_\_/6: “triplets” (WOC2)

 \_\_\_\_\_\_/3 (WOC1)

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_/30 Is the **ANALYSIS** section filled in for each answer?

•Do your comments discuss validity/relevance of the researched data?

•Do you include notes that show how you will use the researched data in your argue-essay? (Identify Roman numeral of the outline **OR** paragraph # of the essay where the info will appear. This way, you will be really ready to write a cohesive essay!)

COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_