















TRiO Student Support Services
South Dakota State University
You can go anywhere from here!

TRiO Student Support Services
Box 2815, SSU 065
SDSU
Brookings, SD 57007-0893
Phone: 605-688-6653

Note Taking Tips

-  **Sit front and center.** This will help you stay alert and pay attention when taking notes.
-  **Write legibly** so you can easily read your notes later.
-  **Write down what the instructor writes down.** This is a good indication that he/she deems the information important.
-  **Write down main ideas and key points** in the lecture. (Hint – The key points in the lecture often correspond with major headings in the text.)
-  **Read the assignment** before class so that the material presented in class will be familiar and make more sense to you when taking notes.
-  **Create an outline** of the reading assignments before class.
-  If necessary, **recopy and reorganize your notes** after class.
-  **Abbreviate words**, but abbreviate them in a way that you will be able to understand your notes later.
-  If you are still having a hard time, **invest in a tape-recorder**, and record every lecture.
-  **Watch for signs from your instructor.** Repetition of words and phrases, animated delivery of a message, and use of transition words and phrases usually indicate important topics.
-  **Use pictures and diagrams.**
-  **Take notes in different colors.**

