

## **Strategies for Effective Note Taking**

- ✓ As you write your notes, think of questions or key points that you want to bear in mind and record this on the note page.
- ✓ Remember to put a heading for each new set of notes (name of lecture, date etc)
- ✓ At the end of each class, end your note taking with a sentence that summarizes the main point.
- ✓ Whenever you visit with your professor, bring your notes with you and ask for clarity if needed.
- ✓ Always try to write down the main points in each lecture.
- ✓ It is a great idea to create a “Glossary of Terms” and abbreviations for the main terms.
- ✓ Utilize your notes to generate your own quizzes and exams. Create questions based on the emphasis of topics in your notes.

*To help ensure your academic and personal success please visit the Office of Retention, Diversity and Inclusion services located in McFarland 208A, call 701-845-7306 or email [Nadja.johnson@vcsu.edu](mailto:Nadja.johnson@vcsu.edu) if you need help with anything throughout your VCSU experience.*