



Note Taking Symbols & Abbreviations

1. Eliminate all unnecessary words.
2. Use symbols or abbreviations for common words.

COMMON SYMBOLS & ABBREVIATIONS (Abbrev)

—	ditto/repeat the words above	£	British pounds
±	and/plus	1 st	first
#	number	2 nd	second
@	at	3 rd	third
-	dash (used to join ideas)	b/c	because
/	or (this/that=this or that)	bt	before
∴	therefore	c.	circa/about/around
!*	important	ch	chapter
!!!	extra important	def	definition
{ } ()	info that belongs together	dept	department
?	confused	diff	difference
???	really confused	ea	each
¶	paragraph	etc	et cetera/so forth
p	page	eg	for example
pp	pages	fr	from
=	is/are/has/had/equals	govt	government
≠	does not equal/is the opposite of	ie	that is
≈	is about/approximately	info	information
→	leads to/results in/causes	intl	international
↘	does not lead to/results in/causes	ht	height
<	less than	mgmt	management
≤	less than or equal to	max	maximum
>	greater than	min	minimum
≥	greater than or equal to	n/a	someone
±	plus or minus	st	something
↑	rises/increases	re	regarding
↓	falls/decreases	wt	weight
↕	varies	w/	with
♀	was an/female	w/o	without
♂	was an/male	wod	wood
°	foot	vs	versus
"	inch	y	year
\$	money, cost, price	ys	years
¢	cents		

A few more note-taking tips:

1. Make up your own abbreviations.
2. If you are in a hurry, leave out g, pp, or eg, dot your T₁ and cross your T₂ later.
3. Always use 1, 2, 3, instead of one, two, three.
4. Abbreviate any word by leaving out the vowels, using only the 1st few letters, using the 1st and last letter.