



## 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 <sup>st</sup>	first
#	number	2 <sup>nd</sup>	second
@	at	3 <sup>rd</sup>	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
↔	reversals	w/	with
♀	were an/female	w/o	without
♂	foot	wod	wood
+	inch	vs	versus
\$	money, cost, price	y	year
¢	cents	yr	years

#### 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 T<sub>1</sub> and cross your T<sub>2</sub> later.
3. Always use 1, 2, 3, instead of one, two, three.
4. Abbreviate any word by leaving out the vowels, using only the 1<sup>st</sup> few letters, using the 1<sup>st</sup> and last letter.