



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
1 st	important	ch	chapter
!!!	extra important	def	definition
{ } ()	info that belongs together	dept	department
?	confused	diff	difference
???	really confused	ea	each
¶	paragraph	etc	et cetera/to forth
p	page	eg	for example
pp	pages	fr	from
=	is/are have/has/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	mgt	management
≤	less than or equal to	max	maximum
>	greater than	min	minimum
≥	greater than or equal to	o/s	someone
±	plus or minus	st	something
↑	rises/increases	re:	regarding
↓	falls/decreases	wt	weight
≠	man/male	w/	with
≠	woman/female	w/o	without
ft	foot	wod	wood
in	inch	vs	versus
\$	money, cost, price	y	year
c	cents	ys	years

A few more note-taking tips:

1. Make up your own abbreviations.
2. If you are in a hurry, leave out g, go, or gg, dot your T₁ and cross your T₁ 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.