

USING SYMBOLS & ABBREVIATIONS

When taking notes you need to write down the main ideas quickly. Symbols and abbreviations can help.



Almost any word can be shortened to make an abbreviation. The following are some common ways to shorten words.

USE THE BEGINNINGS OF WORDS

- pol - politics
- gov - government
- subj - subject
- info - information
- intro - introduction

OMIT VOWELS

- prblm - problem
- schl - school
- bkgd - background

ABBREVIATE SPECIFIC WORDS

E.g. in a lecture on acid rain, the following could be used:

- AR - acid rain
- S - sulphur
- N - nitrogen
- pol - pollution
- facs - factories

USE THE BEGINNINGS OF WORDS + FINAL LETTER

- govt - government
- gov't - government
- interl - international
- inter'l - international

ABBREVIATE -ING

- ckg - checking
- ckng - checking
- ck'g - checking

USE PERSONAL SYMBOLS/ABBREVIATIONS

Develop a personal list, e.g. from your own language.

- 人 (Chinese character for 'people')
- dgl (German abbreviation for *der gleich* meaning 'the same' or 'similarly')

Symbols

Symbol	Meaning
→	leads to, causes (showing result)
←	caused by, because of (showing reason)
↑	increase, more, go up, up
↓	decrease, less, go down, down
=	equal to, is, are
≠	not equal to, is not, are not, is the opposite of
≈	approximately
>	greater than
>>	much greater than
<	less than
∴	therefore
∵	because
" "	ditto (same as above)
& +	and
#	number
\$	money
@	at
'	minutes/feet
"	seconds/inches
♂	man, men, male
♀	woman, women, female

SOME COMMON SYMBOLS & ABBREVIATIONS

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Abbreviations

Abbrev	Meaning
e.g.	for example
i.e.	that is
etc.	etcetera, and so on
C	century, e.g. C20: 20th century
approx	approximate(ly) (see also ≈ symbol)
diff	difference, different, difficult, difficulty
imp	important, importance
lang	language
max	maximum
min	minimum
1st	first (similarly 2nd, 3rd, 4th, etc.)
UK	United Kingdom (similarly US for America(n), Aus for Australia(n), Eur for Europe(an))
Q	question
A	answer
no.	number (see also # symbol)
poss	possible, possibly
prob	problem, probable, probably
sts	students
v	very
w/	with
w/o	without