

## ABBREVIATIONS IN NOTE-TAKING

These are guidelines and examples. Use only the abbreviations that fit your needs and that you will remember easily and develop your own. A good idea is to introduce only a few abbreviations into your note-taking at a time.

- Symbols helpful in math -- these are commonly used in texts and references.**  
 $\Sigma$  = sum    $f$  = frequency    $\neq$  = not equal    $\uparrow$  = increase    $<$  = less than
- Leave out periods in standard abbreviations.**  
**cf** = compare   **eg** = example   **dept** = department
- Use only the first syllable of a word.**  
**pol** = politics   **dem** = democracy   **lib** = liberal   **cap** = capitalism
- Use entire first syllable and only 1<sup>st</sup> letter of 2<sup>nd</sup> syllable.**  
**pres** = presentation   **subj** = subject   **ind** = individual   **cons** = conservative
- Eliminate final letters. Use just enough of the word to form a recognizable abbreviation.**  
**assoc** = associate   **bio** = biology   **info** = information   **ach** = achievement  
**chem** = chemistry   **max** = maximum   **intro** = introduction   **conc** = concentration  
**min** = minimum   **rep** = repetition
- Omit vowels; retain only enough consonants for a recognizable skeleton of the word.**  
**ppd** = prepared   **prblm** = problem   **estmt** = estimate  
**bkgd** = background   **gvt** = government
- Use an apostrophe in place of letters.**  
**am't** = amount   **cont'd** = continued   **gov't** = government   **educat'l** = educational
- Form the plural of a symbol or abbreviated word by adding "s."**  
**chpts** = chapters   **egs** = examples   **fs** = frequencies   **intros** = introductions
- Use "g" to represent "-ing" endings.**  
**ckg** = checking   **estg** = establishing   **decrq** = decreasing   **exptg** = experimenting
- Spell out short words such as "in," "at," "to," "but," "for," and "key." Abbreviations or symbols for short words will make the notes too dense with shorthand.**
- Leave out unimportant words.**
- Leave out the words *a* and *the*.**
- If a term, phrase, or name is written out in full during the lecture, substitute initials whenever the term, phrase, or name is used again. Center for Aerospace Sciences becomes CAS thereafter.**
- Use symbols for commonly recurring connective or transitional words.**  
**&** = and   **w/** = with   **w/o** = without   **b/c** = because   **vs** = against  
**∴** = therefore   **=** = is or equal
- Use technical symbols where applicable.**  
**zb** = German, "for example"   **H<sub>2</sub>O** = water   **ibid** = Latin, "the same work"    $^{\circ}$  = degrees
- Develop your own shorthand.**  
**19c** = Nineteenth Century   **Neolithic Revolution** = Neo Rev