ENGLISH

List of abbreviations

Ways to abbreviate words

Almost any word can be shortened during note-taking. Below are some ideas about how to do this.

Use the beginnings of words

One way to shorten a word is to use just the beginning of the word, for example:

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

Use the beginnings of words with the final letter

Sometimes it can be useful to add the final letter of the word. Some people prefer to also add an apostrophe ('), others don't. For example:

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

Omit vowels

Sometimes you might need to write out the whole word, but even so, you can probably leave out the vowels and still understand the word, for example:

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

Abbreviate -ing

The ending -ing is very common, so find a way to abbreviate it, for example:

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

Abbreviate specific words from the lecture

If there are words which are commonly used in a particular lecture you are listening to, you should try to abbreviate them. For example, in a lecture about *acid rain*, the speaker might frequently talk about *sulphur, nitrogen, pollution, factories*. The following abbreviations could be used:

- AR - acid rain
- S - sulphur
- N - nitrogen

- pol - pollution
- facs - factories

Common symbols & abbreviations

There are many common abbreviations and symbols which you can use for note-taking. You probably already know many of these (especially the mathematical symbols), but perhaps had not thought about using them before. Try to learn some of these and start using them when you take notes.

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

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