NOTETAKING

HOW TO ABBREVIATE - 10 SUGGESTIONS

Your notes represent an effort to simplify and condense all the information that you read and hear as a student. To make the process of note-taking more efficient, it is important to abbreviate and make use of symbols. The following suggestions will help you do just that.

1. Use familiar standard abbreviations.
   i. co. = company
   ii. ex. = example
   iii. inc. = incorporated

2. Use the first syllable or a word.
   i. mem. = member
   ii. syl. = syllable

3. Add letters or syllables when the first syllable does not have enough meaning.
   i. concen. = concentrate
   ii. freq. = frequently

4. Leave out unnecessary letters, especially vowels.
   i. rdg. = reading
   ii. sm. = small

5. Always add periods to abbreviations.

6. Add an “S” to make abbreviations plural.
   i. eds. = editors
   ii. reps. = representatives

7. Use an apostrophe to indicate the addition of an ending.
   i. cont’d. = continued
   ii. gen’l. = general

8. Use common symbols from math, science or other sources instead of words.
   i. + -- in addition to
   ii. > -- greater than, more valuable
   iii. [ ] -- important

9. Create your own symbolic system to represent certain phrases or idea.
   i. @ -- spiral of inflation
   ii. ⊗ -- circular argument
   iii. → -- conflict

10. Abbreviate your notes in general by omitting short words that carry very little meaning:

    The assignment is to discuss the causes of the Civil War in three paragraphs.
    --assign. –disc. Causes Civ. War – 3 Para’s

Generally, good abbreviations contain no unnecessary letters, can be easily recognized and follow a consistent pattern.