<table>
<tr><td></td><td># Helpful abbreviations for speedy note-taking</td></tr>
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This handout lists a number of common abbreviations that may be helpful when note-taking, especially from lectures. It also explains two common abbreviating techniques that can be applied to almost any word.

You should remember, however, that **you can and should also invent and use your *own* abbreviations**, especially for words or phrases that occur frequently in your subject area. The key to success in using your own abbreviations is not to invent too many and, more importantly, to use them consistently.

Common symbols used in note-taking

Symbol	Meaning
& or **+**	and, plus, with (*the ampersand symbol is rather difficult to draw freehand – many people use a simple squiggle (ɤ) to represent 'and'*)
−	minus, without
=	equals, is the same as, results in
≠	does not equal, is not the same as, does not result in
≈	is approximately equal to, is similar to
<	is less than, is smaller than
>	is greater than, is larger than
↑	increase, rise, growth
↑↑	rapid increase
↓	decrease, fall, shrinkage
↓↓	rapid decrease
⇒ or ∴	therefore, thus
→	leads on to, produces, causes
x	no, not, incorrect
xx	definitely not, disproved
?	uncertain, possibly, unproven
✓	yes, correct
✓✓	definitely, certain, proven
#	number
✳	special, important, notable (*when added to a word or phrase*)
/	per (e.g., £50/day instead of 'fifty pounds per day')

Some common general abbreviations

c.	approximately, roughly, about (*abbreviation for the Latin 'circa'*)
e.g.	for example
i.e.	in other words (*usually used when adding more detail or an explanation*)
cf.	compared to, by comparison with
w/	with
w/o	without
v.	very
vv.	extremely
C	century (e.g. C19 for 'nineteenth century')
etc.	and so on
K or **k**	a thousand (e.g. 500K for 'five hundred thousand')
m	a million (e.g. $6m for 'six million dollars')
vs	against

Two abbreviation techniques

1   Use the first few letters of the word – just enough to remember what the abbreviation stands for, e.g. **imp** for 'important'
    info for 'information'
    eval for 'evaluation'

2   Remove all (or most of) the vowels from the word and use just the key consonants bunched together, e.g. **mngmt** for 'management'
    mkt for 'market' (and **mkting** for 'marketing')
    dvpt for 'development'

An example of the use of symbols and abbreviations to take efficient notes

Imagine you heard the following in a lecture:

> At the end of the twentieth century the United Kingdom's population, at around sixty million, was similar to that of Italy, but Italy's population was shrinking because its birth rate had fallen below its death rate. The UK's population was still growing, albeit very slowly – at a rate of 0.09% between 1995 and 2000.

Your notes on this part of the lecture might look like this:

end ⓔ20 UK pop c60m ≈ I. <u>BUT</u> I. ↓ due BR < DR – cf. UK ↑ slow ie 0.09% 95–2K

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