

# ABBREVIATIONS AND SYMBOLS FOR NOTE-TAKING

In order to listen effectively in your classes, you may want to abbreviate certain words that are frequently used. Most people invent their own abbreviations; however, here are some suggestions.

- 1. Use only the syllable of a word**  
pol = politics  
dem = democracy  
lib = liberal  
cap = capitalism
- 2. Use the entire first syllable and the first letter of the second syllable**  
subj = subject  
cons = conservative  
ind = individual
- 3. Eliminate final letters. Use just enough of the beginning of a word to form an easily recognizable abbreviation.**  
info = information  
intro = introduction  
chem. = chemistry  
conc = concentration  
rep = repetition  
conc = conclusion
- 4. Omit vowels from the middle of words and retain only enough consonants to provide a recognizable skeleton of the word.**  
bkgd = background  
ppd = prepared  
prblm = problem
- 5. Leave out "a" and "the"**
- 6. Use an apostrophe.**  
gov't = government  
am't = amount  
cont'd = continued  
educat'l = educational
- 7. Use "g" to represent "ing" endings.**  
ckg = checking  
estg = establishing  
exptng = experimenting
- 8. Use symbols for commonly recurring connective or transitional words.**  
& = and  
w/ = with  
w/o = without  
vs = against  
.∴ = therefore
- 9. Leave out periods in standard abbreviations.**  
eg = for example  
dept = department  
NYC = New York City
- 10. Use common technical and mathematical symbols.**  
+ = plus, positive  
- = minus, negative  
-> = approaches  
< = angle  
f = frequency