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
   - exptg = 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