

Note Taking

Abbreviation Guide

Taking good notes is important, but it can be tricky to capture all of the information shared during lectures. If you find your note taking speed can't keep up, it may be helpful to start using abbreviations.

Tips for making your own abbreviations

Use the first few letters	<i>Romantic Literature -> Rom. Lit.</i>
Eliminate periods	<i>U.S.A. -> USA</i>
Skip the Vowels	<i>Problem -> prblm</i>

Vowels may be necessary for proper pronunciation, but most can be left out when taking notes.

The best abbreviations are the ones that save time – create your own for words you write frequently and check out this guide for examples of common abbreviations.

Remember, use whatever works for you.

While the next page provides a list of common examples, adapt this guide to suit your own needs. And, using abbreviations or “short hand” for note taking is not right for everyone. For more information on note taking and more, check out [Academic Success Resources](#) on the Accessible Learning Services website.

Looking for workshops or in person help? Click [HERE](#) for a schedule of current and upcoming workshops.

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The following symbols offer a quick way to record what you hear or read, many of which you may already be familiar with.

→	Leads to / results in / creates etc.
↓	Decrease
↑	Increase
=	Equals
<	Less than
>	More than
@	At
?	Question
/	Per
~	Approximately or about
#	Number
&	And
!	Important
\$	Money
∴	Therefore
∵	Because
Δ	change
lrg	large
infl	influence
\	therefore
...	means space in quote
=	equals
=ity	equality
ref.	references needed or refer to
mov't	movement

?	question
?d	questioned
w/	with
b/c	because
e.g.	for example / for instance
i.e.	In other words (<i>from Latin term, id est</i>)
b/c	Because
b/w	Between
cont.	continued
ASAP	As soon as possible
ex.	Example
c.	Circa
esp.	Especially
et. al.	And others (<i>from the Latin term, et alii</i>)
etc.	And so on (<i>from the Latin term, et cetera</i>)
max.	Maximum
min.	Minimum or minute
n/a	Not applicable
w/o	Without
yr	Year or years
vs	Versus
w/	With
re:	Regarding or about
thru	Through
19thC or 19C	19th Century

Created November 2021

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