NOTE-TAKING ABBREVIATIONS

1. First part of word is most important, but also the last consonant used,

   e.g., whe., thn., wk., yr., wd., sp.

2. Consonants are more important than vowels,

   e.g., sply., thse., abve., belw., signft., notwthstndg., constly., cooptn., ref., orig., cf. (compare).

3. Corollary: Don’t worry if same form stands for two diff. words,

   e.g., wind, wind; acc., accurate or according to; wh., which or who.

4. The common *endings* easily abbreviate: (The common *end’gs* easily *abrvt*

   g  for ing (work’g)
   n  for tion or sion (exam’n)
   d  for ed (frost’d)
   t  for ant (c’t, frag’t)
   m  for ism (social’m)
   l  for al (continu’l)
   y  for ary, ory (maj’y)

5. Time-saving for commonly recurring connective or transitional words:

   & and
   = equals or same as
   ? doubt or question
   w/ with; w/i for within;
   w/o without
   b/t. between
   re. regarding, concerning
   bec. because
   b/co become
   avg. average
   vs against
   & re equal or same as
   ? i.e. that is
   w/ b/4 before
   w/o ≠ is not equal to
   b/t. < > less than, greater than
   re. α varies as, is proprt’l to
   bec. ∞ infinity, countless, very great
   b/co ∴ therefore

6. Words of some length can *and should be represented* by the first *syllable* & apostrophe (’), with last letter:

   ( . . . length can & *shd* be *repst’d* by the first *syl.* & apostrophe with last letter)

   adv’g (advertising.)
   systm’ly
   lab’y (or lab.)
   rmrk’y
   dom’c
   reg’n
8. If a lecture is going to be about a term or phrase that will be repeated, make up an abbreviation and write it down.

   MMP Massachusetts Party

9. Leave out periods in standard abbreviations.

   dept department
   NYC New York City

10. Use just enough of the beginning of a word to create an easily recognizable unit.

    asso associate
    info information
    chem chemistry

11. Add “s” to abbreviations when plurals are needed.

    chaps chapters
    bkgrds backgrounds
    govts governments

12. Leave out unimportant words.

    a the

Adapted from Edward S. Jones, PhD. *Improvement of Study Habits*, pp. 44-45
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