

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

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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