

NOTE TAKING ABBREVIATIONS

1. 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
2. Leave out periods in standard abbreviations.
dept department NYC New York City
3. Use just enough of the beginning of a word to create an easily recognizable unit. asso
associate info information chem chemistry
4. Omit middle vowels and keep only enough consonants provide a recognizable skeleton. dvlpmt
development evmt environment prbim problem
5. Add "s" to abbreviations when plurals are needed.
chaps chapters govts governments bkgrds backgrounds
6. Generally, spell out short words.
in at but
7. Leave out unimportant words.
a the
8. Use symbols for commonly recurring connective or transitional words:

w/ - with	& - and	w/i - within
= - equals	w/o - without	? - doubt or question
Vs - against	Re - regarding	b/c, bec - because
Avg - average	b/co - become	e.g. - for example
b/t - between	i.e. - that is	b/4 - before

9. First part of the word is most important, but also the end or last consonant used.
whe., thn., wk., yr., wd., sp.
10. Corollary: Don't worry if same form stands for diff. words. ace.
accurate or according wh. which or who
11. The common endings easily abbreviate:

g	ing (work'g)
n	tion or sion (exam'n)
d	ad (frost'd)
t	ant (frag't)
m	ism (social'm)
l	al (continu'l)
y	ary,ory(maj'y)
12. Words of some length can and should be represented by the first syllable and apostrophe (') with last letter:
systm'ly reg'n remrk'y
dom'c
13. Other time-saving and connecting forms ^ is not
equal to = is identical with ><
greater than, less than oo infinity,
countless, very great therefore