**"Learn 2 wrt fast b4 u go bananas!"**

When you are listening to your instructor and trying to take notes at the same time, it can be a little bit difficult to write quickly enough. Using symbols in your notes will help you write more quickly. Here are some symbols you can use:

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| **BASIC SYMBOLS** | | |
| SYMBOL | MEANING | EXAMPLE |
|  | leads to, produces, causes, makes | Practice improvement. |
|  | comes from, is the result of | Success  determination. |
|  | increased, increasing, goes up, rises | Taxes 200% last year. |
|  | decreased, decreasing, lowering | Salaries **¯**this year. |
| & | and | coffee & cream |
| @ | at | I'll be home @ 4:00p.m. |
| / | per | 17 miles/gallon |
| p | page | Read p 89. |
| pp | pages | Study pp 37-40. |
| ¶ | paragraph | Rewrite ¶ number four. |
| § | section | Read § 7 again. |
| ? | question | Answer ? 5. |
| **MATH SYMBOLS** | | |
| + | plus, in addition, and, also | He rides a bike + he skates. |
| - | minus | He was - a brain. |
| = | equal to, is | Women are = to men. |
|  | not equal, is not | Diet ice cream is to real! |
| ~ | about, approximately | He's ~ 17 yrs old. |
| ft | foot, feet | He's 6 ft tall. |
| X | times | 5X the diameter of the earth. |
| > | greater than | 6 > 2 |
| < | less than | My salary is < yours. |
| $ | money, cost, price | He left his $ at home. |
| % | percent | 12% of the employees came. |
| ~ | approximately, more or less | She made ~ 25 copies. |
| .·. | therefore | I think .·. I am. |
| #  no.  #s nos. | number number numbers numbers | Please answer # 7. Please answer no. 7 Please answer #s. 1-10 Please answer nos. 1-10 |
| ht | height | ht 5'3 |
| wt | weight | wt 150 |
| 2 | to two too | Time 2 go!  2 people.  Me 2. |
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| **INITIALS AND ABBREVIATIONS** | | |
| w/ | with (something) | A war was fought w/ NATO aid. |
| w/o | without | They fought w/o fear. |
| w/i | within | There are problems w/i the company. |
| i.e. | that is | A Siamese, i.e. a cat, is a fun pet. |
| e.g. | for example | Professionals, e.g. doctors and lawyers, met here. |
| etc. | et cetera, so forth | Cats, dogs, etc., make good pets. |
| b/c | because | We pay taxes b/c it's the law. |
| b/4 | before | Chicken b/4 egg? |
| re: | regarding, about | I need to see you re: the sales figures. |
| esp. | especially | Tobacco, esp. cigarettes, causes cancer. |
| min. | minimum | The min. is $400. |
| max. | maximum | The max. number of people in an elevator is 10. |
| gov't. | government | The gov't. helped the people. |
| ASAP | as soon as possible | Finish your exam ASAP. |
| wrt | write | wrt #3 (write number 3) |
| rt | right | rt side |
| yr / yrs | year, years | She's 5 yrs old. |
| c. | circa, about, around, from the year | This picture is c. 1900 |
| vs | versus, as opposed to | Purple vs green |
| ch | chapter | Read ch 8. |
| Q A | question answer | Q: What is that? A: I don't know! |
| ex | example | Look at ex 4. |
| wd wds | word words | 1 vocabulary wd.  25 vocabulary wds. |
| ref | reference | ref required. |
| diff | difference | What is the diff? |

A few more note taking tips for you:

1. If you are in a hurry, leave out a, an, or the, and dot your i’s and cross your t’s later.
2. Always use 1, 2, 3,...instead of one, two three.
3. Abbreviate any word by leaving out the vowels.

From English-Zone Study Skills, How to Be a Good Student: <http://www.english-zone.com/study/symbols.html>

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