SUGGESTIONS FOR ABBREVIATING YOUR NOTES

Check off the ideas you want to try out in your own note taking. Naturally, only those ideas that fit your needs should be used. After class, remember to take a few minutes to construct a key to your abbreviations.

☐ Leave out the periods in standard abbreviations.

cf	=	confer (Latin, compare)
eg	=	exempli gratia (Latin, for example)
dept	=	department
NYC	=	New York City

☐ Use only the first syllable of a word.

pol	=	politics
dem	=	democracy
lib	=	liberal
cap	=	capitalism

☐ Use the entire first syllable and only the first letter of the second syllable.

subj	=	subject
cons	=	conservative
tot	=	totalitarianism
ind	=	individual

☐ Eliminate final letters. Use just enough of the beginning of a word to form an easily recognizable unit.

assoc	=	associate, associated
ach	=	achievement
biol	=	biological
info	=	information
intro	=	introduction
chem	=	chemistry
conc	=	concentration
max	=	maximum
rep	=	repetition

☐ Omit vowels from the middle of words, and retain only enough consonants to provide a recognizable skeleton of the word.

bkgd	=	background
ppd	=	prepared
prblm	=	problem
estmt	=	estimate
gvt	=	government

☐ Use an apostrophe.

gov't	=	government
am't	=	amount
cont'd	=	continued
educat'l	=	educational

☐ Use "g" to represent "ing" endings.

decrg	=	decreasing
ckg	=	checking
estg	=	establishing
exptg	=	experimenting

☐ Short words should generally be spelled out. Symbols, signs, or abbreviations for short words will make the notes too dense with "shorthand."

in	but
to	for

☐ Leave out unimportant verbs.

Went   came   be

☐ Leave out "a" and "the."

☐ If a term, phrase, or name is initially written out in full during the lecture, initials can substituted whenever the term, phrase, or name is used again.

Initial writing: . . . and the effect of the **Modern Massachusetts Party** will be felt . . .

Subsequently: **MMP**

☐ Use symbols for commonly recurring connective or transitional words.

&	=	and
w/	=	with
w/o	=	without
vs	=	against
∴	=	therefore
@	=	at