
Student Success \ Note-taking

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Short-hand Techniques for Note-Taking

LIMIT THE NUMBER OF SYMBOLS YOU USE

USE THE BEGINNING LETTERS OF WORDS

- Examples: assoc=associated; geog=geography; w/=with; info=information.

USE STANDARD SYMBOLS

- Examples: &=and; #=number; %=percent; ?=question; +=in addition.

USE TRADITIONAL ABBREVIATIONS BUT CUT OUT THE PERIODS

- Examples: ft=foot; wt=weight; mi=mile; Dec=December; Can=Canada.

CUT OUT VOWEL BUT KEEP JUST ENOUGH CONSONANTS TO MAKE THEM RECOGNIZABLE

- Examples: bkgd=background; mxtr=mixture; dvlp=develop.

CUT OUT WORD ENDING THAT NOT CONTRIBUTE TO THE WORD MEANING

- Examples: ed; ing; ment; er

CUT OUT ARTICLES, VERBS AND ADJECTIVES