

**"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:

<b>BASIC SYMBOLS</b>		
<b>SYMBOL</b>	<b>MEANING</b>	<b>EXAMPLE</b>
→	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.
<b>MATH SYMBOLS</b>		
+	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.
#	number	Please answer # 7.
no.	number	Please answer no. 7
#s	numbers	Please answer #s. 1-10
nos.	numbers	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.

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	question	Q: What is that?
A	answer	A: I don't know!
ex	example	Look at ex 4.
wd	word	1 vocabulary wd.
wds	words	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.