

Streamlining your Notes

- Eliminate small connecting words such as: is, are, was, were, a, an
- Eliminate pronouns such as: they, these, his, that, them
- Do not eliminate: in, on.
- Drop the last several letters of a word (e.g., substitute appropriate with approp)
- Drop some internal vowels of a word (e.g., substitute large with lrg)

Use Symbols to Abbreviate:

WORD	SYMBOL
And/plus	& +
Equals	=
Minus	-
Number	#
Times	x
Greater than, more, larger	>
Less than, less, smaller	<
With	w/
Without	w/o
Within	w/in
Because	b/c
Different	d/f
Leads to, produces, results in	→
Comes from	←
Per	/
Mutual interaction	↔
Increase	↑
Decrease	↓

Try these examples:

The debt of industrialized nations has been increasing over the past 25 years.

The diameter of the Earth is four times the diameter of the Moon.

What other symbols or forms of abbreviation do you use?