

Common Short Cuts For Note-taking—Abbreviations/Acronyms

for	4
to	2
with	w
without	w/o
within	w/i
and	& or +
minus/less	-
equal/same	=
diff/not equal	≠
school	sch
SDSU	St.
No/not ever	∅
part	prt
Macintosh	Mac
Point	pt
be	b
between	b/w
reference	ref
Symbols	> < # @ % \$!

Additional Suggestions:

- make names & titles into acronyms after writing them once.
- write first few syllables of long words and complete the word when reviewing notes.

Collect coll

Communicate comm

- write words deleting vowels until notes are reviewed.

Speak spk

Communicate commnct

Community commnty

Can you think of some of your own short cuts?

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |