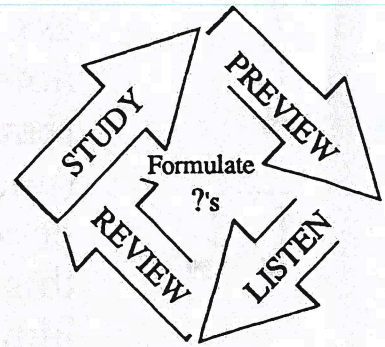


# NOTETAKING "QUICKHAND"



In taking written notes, you will need a personalized vocabulary of abbreviations that you can use without extra thought. Here are some examples. You should feel free to use, modify, or adapt any or all of them. You may want to just use them as suggestions for making up your own. Whatever you use, it must become your own.

abt.	about	mtg.	meeting
ans.	answer	nec.	necessary
asmt.	assignment	nts.	notes
avg.	average	nxt.	next
bk(s).	book(s)	ofc.hrs.	office hours
bkgd.	background	pg.	page
btwn.	between	pp.	pages
cf.	compare this to	ppl.	people
ch.	chapter	ppr.	paper
chk.	check this	prev.	preview;previous
def.	definition	prob.	probably;probable;problem
den.	define	prof.	professor
diag.	diagram	rdg.	reading
dift.	different	rec'd.	received
diff.	difference	ref.	reference
ea.	each	req'd.	required
ed(s).	edition(s);editor	resp.	respectively
e.g.	for example	rev.	review;reverse;revise;revolution
fx.	for example	rm.	room
enl.	enlarge on this	rpt.	repeat;report
esp.	especially	sec'y.	secretary
etc.	etcetera;and so forth	sep't.	separate
exx.	examples	seq.	sequence
fig.	figure	sp.	spelling(is it right, check it)
freq.	frequent;frequency	std.	standard
fund.	fundamental	surv.	survey
gen'l.	general	sym.	symbol(ic)
hist.	history	tbl.	table
idx.	index	temp.	temporary
i.e.	in other words	-t'n.	-tion
illus.	to illustrate;illustration	txt.	textbook
incl.	inclusive; includ(ing/ed)	usu.	usually;usual
infl.	influence;influenced by	voc.	vocabulary
info.	information	vol.	volume
intro.	introduction;introductory	vs.	versus(in opposition to);verse
jml.	journal	vss.	verses
lect.	lecture	wk.	week
libr.res.	library reserve		
ln.	line(on a printed page)		
ll.	lines("")		
mag.	magazine		
misc.	miscellaneous		
-m't.	-ment		

In addition to abbreviations, symbols are very helpful when used in like manner. A starter list of useful symbols is on the back of this sheet.

?	ask about this
!	notice this
★	remember this; this is important
<u>      </u>	(underline) a key term or title
[     ]	personal (or outside ideas)
“     ”	this is what he says(is it true?) or (better know it for him) or (can he be serious?)
*	refer to other* on this page or in this paragraph
≠	is not equal/equivalent to; is not; does not mean
=	is equal/equivalent to; is; means
≠	is not the same as
≡	is identical to; is the same as
~	is similar to
∓	is not similar to
≈	is approximately equal to
≠	is nothing like; is completely different from
>	is greater/more than; more common/frequent than
<	is smaller/less than; less common/frequent than
>>	is much greater than
<<	is much less than
¶	paragraph; paragraph begins here
Σ	total; sum
/	per
Ⓞ	outline
#	number; weight
AM	morning
NM	afternoon
PM	evening
PPM	night
w/	with
w/o	without
w/i	within
@	at
&	and
b/c	because; because of
∴	therefore
b4	before