Common Short Cuts For Notetaking

for 4
to 2
with w/
without w/o
within w/i
and &
minus, less –
equal, same =
diff/not equal ≠
school sch.
Macintosh Mac
government govt
California CA
up/increase ↑
down/decrease ↓
greater/lesser >,<
number #
at @
money $

Additional Suggestions:

→ Make names & titles into acronyms after writing them.

<table>
<thead>
<tr>
<th>Writing Process</th>
<th>WP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratios, Rates &amp; Proportions</td>
<td>RRP</td>
</tr>
<tr>
<td>Bill of Rights</td>
<td>BoR</td>
</tr>
</tbody>
</table>

→ Write first few syllables of a long word and complete the word when reviewing notes.

<table>
<thead>
<tr>
<th>collect</th>
<th>coll</th>
</tr>
</thead>
<tbody>
<tr>
<td>helicopter</td>
<td>heli</td>
</tr>
</tbody>
</table>

→ Write words deleting some vowels until notes can be reviewed.

<table>
<thead>
<tr>
<th>speak</th>
<th>spk</th>
</tr>
</thead>
<tbody>
<tr>
<td>communicate</td>
<td>commnicte</td>
</tr>
<tr>
<td>educational</td>
<td>eductnal</td>
</tr>
</tbody>
</table>

Can you think of some of your own short cuts?

1. _________________________________ 2. _________________________________

3. _________________________________ 4. _________________________________

5. _________________________________ 6. _________________________________