

# Rutgers Learning Centers

At Camden Campus

## NOTE-TAKING HINTS

1. Use a shorthand notation and abbrev. wds.
2. Use dashes for words when the speaker goes too fast.
3. Leave space so that you can fill in details later.
4. Use symbols to call attention to important words; underline, CAPS, **circle**, **box**, \*, !.
5. When an instructor says "This is important," get it exactly and **\*MARK IT\***! Get a reference to the text or other source if you can.
6. Don't erase a mistake and don't blank it out completely. Draw a single line through it. This saves time and you may discover later that you want to see that information.

### Abbreviated Writing or Abbv. Wrt.

*Listen more than you write and develop a shorthand writing of your own so that you can write more quickly. Here are some suggested abbreviations:*

<b>avg</b> = average	<b>wrt</b> = write
<b>ex</b> = example	<b>rt</b> = right
<b>p.</b> = page	<b>i.e.</b> = that is
<b>no.</b> or <b>#</b> = number	<b>w/</b> = with
<b>=</b> = means	<b>w/o</b> = without
<b>b/c</b> = because	<b>a/b</b> = about
<b>b/4</b> = before	<b>2</b> = to, two, too
<b>wd</b> = word	<b>etc</b> = and so on
<b>ref</b> = reference	<b>vs</b> = versus, as opposed to
<b>diff</b> = different, difference	<b>ch</b> = chapter
<b>Q</b> or <b>?</b> = question	<b>→</b> = precedes, leads to, causes
<b>∴</b> = therefore	<b>Δ</b> = change
<b>&gt;</b> = more than	<b>&lt;</b> = less than

*When you create a note-taking abbreviation, use it consistently to avoid confusion.*

For more information, visit or call your nearest Rutgers Learning Center, or visit our website:<http://rlc.rutgers.edu>

Camden  
Armitage 231  
856/225-6442

College Ave  
Kreeger LRC  
732/932-1443

Cook/Douglass  
Loree 124  
732/932-1660

Livingston  
Tillett 111  
732/445-0986

Newark  
Conklin 126  
973/353-5608