NOTE-TAKING HINTS

1. Use a shorthand notation and abbv. 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:

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

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