



## Sample Symbols and Abbreviations to Use in Note-Taking

	SYMBOLS and ABBREVIATIONS			
	= (≈)	is like, equals, means (is similar to)	4 am/pm	morning/afternoon
	<b>#</b>	is unlike, different 15	N/E/S/W	north/east/
	# or <b>no</b> .	number 1	6 e.g. or ex.	example
	<b>&lt;</b>	is smaller/less than	re:	regarding, concerning, about
3	>	is bigger	17 etc.	et cetera and so on
	& or +	and, in addition	18 vs.	versus
	++	a lot, high	p(p)/pg(s)	page/ pages
4	%	percentage	19 w/	with
5	\$	dollars/ money \$\$\$/valuable	20 w/o	without
5	@	, at	21 yr	. year
	Q or ?	question / unsure	22 mo	_ month
	~	approximately, about, around	23 wk	week
7	<b>↑</b>	increase2	4 min / hr	minutes/hours
	×.↓	decrease, go down, low	ft or '	foot, feet (e.g. 5' or 5 ft)
	$\rightarrow$	causes, leads to (as in $A \rightarrow B$ )	"	inches (e.g. 5'3")
3	"	same as before, above, repeat 2	5 lb(s) / kg	pounds/ kilos
	• •	therefore	cm / km	centimetre / kilometre
	♂	male	26 1/2	half
9	9	female	27 pt	point
6	b/c	because bc	8 bf / af	before/after
	€	each, chapter	fl / rm	floor(s) / room(s)
	V	every, very	1st, 2nd, 3rd	first, second, third
10	ppl	people	Word endings	
11	co.	company	'nt or't	-ment (suffix) e.g. government = gov'nt or gov't
12	imp	important	n	-tion (suffix) e.g. organization = org <sup>n</sup>
13	esp	especially	✓ or ~	-ing e.g. meeting = meet or meet~