

# Short-hand Techniques for Note-Taking

- 1) Limit the Number of Symbols You Use
- 2) Use the Beginning Letters of Words:
  - Examples: assoc-associated; geog-geography; w/-with; info-information
- 3) Use Standard Symbols:
  - Examples: &-and; #-number; %-percent; ?-question; +-in addition
- 4) Use Traditional Abbreviations but cut out the periods:
  - Examples: ft-foot; wt-weight; mi-mile; Dec-December; Can-Canada
- 5) Cut out Vowel but keep just enough Consonants to make them Recognizable
  - Examples: bkgd-background; mxtr-mixture; dvlp-develop
- 6) Cut out word ending that not contribute to the Word meaning:
  - Examples: ed; ing; ment; er
- 7) Cut out Articles, verbs and Adjectives