LECTURES AND NOTE TAKING:
ABBREVIATED WRITING (OR ABBV. WRT.)

• Developing a shorthand writing system of your own will allow you to write faster. Here are some suggested abbreviations:

  lk = like
  ex = example
  P = page
  no. or # = number
  nos. or #s = numbers
  b/c = because
  b/r = before
  wd = word
  ref = reference
  diff = different
  w/ = with
  w/o = without
  2 = to, two, too
  NB or imp = important
  sol'n = solution

• If you try to take notes in full you will sooner or later run into a professor who really "pours out" the words. Then you will see the handwriting on the wall and it will read "Lrn to wrt lk ths b/4 u go bananas."

• You may find it helpful to create a glossary for your abbreviations. This will allow you to stay consistent and may be helpful in recalling the meaning of an abbreviation later.

  wrt = write
  rt = right
  prob = problem
  i.e. = that is
  ∃ = there is
  → = means
  ~ = about
  kn = know
  ∴ = therefore
  etc = and so on
  vs = versus, as opposed to
  ch = chapter
  ? Or Q = question
  th = theory
  v = volume

• If you are in a hurry omit a, an, or the and dot your i's and cross your t's later. Always use 1, 2, 3 ... instead of one, two, three ... Abbreviate any work by omitting the vowels.
Eight Ways to Abbreviate

1. Symbols and graphics:
   - = equal * important
   - > greater than / does not equal
   - ** very important
   - < less than
   - & and
   - # number
   - $ cost, money
   - w/ with
   - w/o with out
   - vs versus, against
   - ( ), { }, [ ] information that belongs together

2. Abbreviations:
   - cf = compare
   - eg = for example
   - dept = department
   - NYC = New York City
   - mx = maximum
   - mn = minimum

3. Use only the first syllable of the word:
   - pol = politics
   - dem = democracy
   - lib = liberal
   - cons = conservative

4. Use the first syllable and only the first letter of the second:
   - subj = subject

5. Eliminate the final letters; just use enough to recognize the abbreviation:
   - assoc = association
   - biol = biology
   - rep = repetition
   - intro = introduction
   - concl = conclusion
   - info = information

6. Omit vowels from the middle to words:
   - bkgrd = background
   - pprd = prepared
   - estmt = estimate
   - gov = governor
   - rdng = reading
   - orgnsm = organism

7. Use apostrophes:
   - gov't = government
   - am't = amount
   - cont'd = continued

8. Form a plural of a symbol by adding "s":
   - co-ops = cooperatives
   - libs = liberals
   - /s = ratios

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Study Skills & Supplemental Instruction Centre  
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Online: www.wlu.ca/study
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