



## Common Abbreviations Used in Notetaking

### An English-Zone.Com Worksheet

SYMBOL	MEANING	EXAMPLE
→	leads to, produces, causes, makes	Practice → improvement.
←	comes from, is the result of	Success ← determination.
↑	increased, increasing, goes up, rises	Taxes ↑ 200% last year.
↓	decreased, decreasing, lowering	Salaries ↓ this year.
&	and	coffee & cream
@	at	I'll be home @ 4:00p.m.
/	per	17 miles/gallon
p	page	Read p 89.
pp	pages	Study pp 37-40.
¶	paragraph	Rewrite ¶ number four.
§	section	Read § 7 again.
?	question	Answer ? 5.

#### Some math symbols to use

SYMBOL	MEANING	EXAMPLE
+	plus, in addition, and, also	He rides a bike + he skates.
-	minus	He was - a brain.
=	equal to, is	Women are = to men.
≠	not equal, is not	Diet ice cream is ≠ to real!
X	times	5X the diameter of the earth.
>	greater than	6 > 2
<	less than	My salary is < yours.
\$	money, cost, price	He left his \$ at home.
%	percent	12% of the employees came.
~	approximately, more or less	She made ~ 25 copies.
∴	therefore	I think ∴ I am.
#	number	Please answer # 7.

#### Some initials to use

SYMBOL	MEANING	EXAMPLE
w/	with something	A war was fought w/ U.S. aid.
w/o	without	The situation was resolved w/o any problems.
w/i	within	There are problems w/i the company.
i.e.	that is	A Siamese, i.e. a cat, is a fun pet.
e.g.	for example	Professionals, e.g. doctors and lawyers, met here.
etc.	et cetera, so forth	Cats, dogs, etc., make good pets.
b/c	because	We pay taxes b/c it's the law.
re:	regarding, about	I need to see you re: the sales figures.
esp.	especially	Alcohol, esp. hard liquor, is unhealthy in large amounts.
min.	minimum	The min. is \$400.
max.	maximum	The max. number of people in an elevator is 10.