

METHODS OF ABBREVIATION

There are many ways you can save time and work while taking lecture notes – or any other notes for that matter. Below are some suggestions of ways:

- I. **Omit Unnecessary Words:** Sentences can be shortened by leaving out unnecessary words and saying the same thing in your own words. Compare the sentences below:

Example: In A Farewell to Arms you have a remarkable sense of being on the scene as the story unfolds.

Abbreviated: In A Farewell to Arms you have a sense of being on scene.

Abbreviated: In F.T.A. you feel you're there.

- II. **Conventional Abbreviations of Individual Words:**

Example: A horse is a mammal.

Abbreviated: Horse: mammal

Abbreviated: Horse=mammal

- III. **Personal Abbreviations of Personal Words:**

Example: The ending –ing can be shortened to –g as in writg

Example: “Boat” is a word with two vowels.

Abbreviated: “Boat” is a wd w/2 vowels.

Abbreviated: “Boat”= wd w/2 vow.

- IV. **Some of the basic symbols are shown below with their common abbreviations:**

Symbol	Meaning	Symbol	Meaning
+	Plus, positive	-	Minus, negative
X	Algebraic x, or multiplied by	÷	Divided by
=	Equals	≠	Does not equal
	Parallel to	≥	Greater than or equal to
≤	Less than or equal to	>	Greater than, increasing

<	Less than, reduced	vs.	Verses
f	Frequency	fn	Natural frequency
cps	Cycles per second	m	Mass
<->	Varied, variation	/	Ratio, the ratio of base

V. Below are some of the typical technical abbreviations:

Word	Abbreviation	Word	Abbreviation
analysis	anlys	isolator	isltr
amplitude	ampltd	plotting	pltg
assuming	asmg	remain	reman
called	cald	resonance	rsnc
constant	cnst	relationship	rlnshp
damping	dmpg	simple	smp
defined	dfnd	simplified	smpfd
disturbing	dstrbg	stiffness	stfns
effectiveness	eftvne	this	ths
expressed	xprse	transmissibility	trnsmsblty
freedom	frdm	theoretically	thrtly
forcing	frcg	value	valu
gives	gvs	with	w/
harmonic	hrmc	when	whn
isolation	isltn	when	whn

VI. Using Abbreviations and Symbols in Note taking: Developing your own system of abbreviations and symbols will help you become an efficient note taker. Abbreviations should be introduced into your note taking system slowly. Remember that you have to read your notes at a later time.

These suggestions should help you begin developing your own system of symbols and abbreviations.

- a. Symbols are especially helpful to students in technical classes like engineering and mathematics
- b. Create your own family of symbols suited to the material you will be taking notes on.
- c. Leave out the periods in standard abbreviations
- d. Use only the first syllable of a word.
- e. Use the entire first syllable and only the first letter of the second syllable.
- f. Eliminate final letters. Use just enough of the beginning of a word to form easily recognizable units. Examples
 - i. assoc = associate, associated
 - ii. ach = achievement
 - iii. intro = introduction
 - iv. rep = repetition
- g. Omit vowels from the middle of words, and retain only enough consonants to provide a recognizable skeleton of the word. Examples
 - i. bkgd = background
 - ii. prblm = problem
 - iii. abbr = abbreviation
 - iv. gvt = government
- h. Use an apostrophe. Examples
 - i. gov't = government
 - ii. am't = amount
 - iii. cont'd = continued
 - iv. educat'l = educational
- i. Form the plural of the symbol word or abbreviated word by adding "s". Examples
 - i. chaps = chapters
 - ii. co-ops = cooperatives
 - iii. fs = frequencies
 - iv. /s = ratios
- j. Use "g" to represent "ing" endings. Examples
 - i. decrg = decreasing
 - ii. ckg = checking
 - iii. estg = establishing
 - iv. exptg = experimenting
- k. Use a dot to represent rate. A dote placed over a symbol or a word indicated the word "rate."
- l. Short words should generally be spelled out. Symbols, signs, or abbreviations for short words will make the notes too dense with shorthand.
- m. Leave out unimportant verbs
- n. Leave out "a" and "the"
- o. If a term, phrase, or name is initially written out in full during the lecture, initials can be substituted whenever the term, phrase or name occurs again.

- p. Use symbols for commonly reoccurring connective or transitional words. (Connect the symbols to create new symbols of your own).