

Use an apostrophe.

gov't = government
am't = amount
cont'd = continued
educat'l = educational

Form the plural of the symbol word or abbreviated word by adding "s."

s = areas
chaps = chapters
co-ops = cooperatives
fs = frequencies
/s = ratios

Use "g" to represent "ing" endings.

decr^g = decreasing
ck^g = checking
est^g = establishing
expt^g = experimenting

Use a dot to represent rate. A dot placed over a symbol or a word indicates the word "rate."

v̇ = vibration rate
f... = frequency rate

Usually spell out short words. Symbols, signs, or abbreviations for short words will make the notes too dense with "shorthand."

in at to but for

Omit unimportant verbs.

went came be

Omit "a" and "the."

Substitute initials whenever the term, phrase, or name was written out in full earlier in the lecture.

complete writing: ...and the effect of the Modern Massachusetts Party will be felt....
notes = MMP

Use symbols for commonly recurring connective or transitional words.

& or +	=	and	vs	=	against
w/	=	with		=	therefore
w/o	=	without		=	leads to