

# SHORTHAND IN NOTE TAKING

## Note Taking



ENGLISH FOR ACADEMIC SUPPORT

[www.mun.ca/writingcentre](http://www.mun.ca/writingcentre)

### PURPOSE

- Improve efficiency
- Increase information intake

### COMMON SYMBOLS

@ at	\$ dollar
° degree	< greater than
# number	> less than
% percent	' feet
↑ increase	" inches
▼ decrease	= equals
/ per	~ approximately
& and	2X twice

### COMMON ABBREVIATIONS

w/ with	i.e. that is
w/o without	dept department
w/i within	max maximum
yr year	min minimum
lb pound	gvt government
MPH miles per hour	diff different
ch chapter	b/4 before
ex example	b/c because
eg example	etc and so on
lr learn	pg page
q question	Info information
wrt write	wd word



### Contact us

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