**Section two: Taking Notes**

**2.1. Streamlining (using symbols and abbreviations).** In order to take notes effectively, students need to be familiar with some abbreviations and symbols that would make the draft short but crammed with information. What is more, converting words to shortcuts and symbols helps the student to remember them more quickly. In fact, there are no specific symbols and abbreviations that students should rely on. On the one hand, some of them are personal; that is, the student himself invents the abbreviation or symbol that better fits the context. On the other hand, a big number of symbols and abbreviations are used in English, but many of them are mathematical.

The following table contains the most widely used symbols and abbreviations used for taking notes and other purposes:

|  |  |  |  |
| --- | --- | --- | --- |
| **Symbol** | **Meaning** | **Abbreviation** | **Word** |
| & | And | etc. | Et cetera, and so on |
| @ | At | cf. | Compare |
| / | Per | viz. | Namely |
| = | Is | N.B. | Take special note |
| ≠ | is not | S/T | Something |
| ∵ | Because | S/O | Someone |
| ∴ | Therefore | e.g. | For example |
| > | Greater than | vs. | Versus, against |
| < | Less than | i.e. | That is |
| 2 | To, two, too | C | Century |
| 4 | For, four | p./pp. | Page/pages |
| - | Minus | w/ | With |
| + | Plus | w/o | Without |
| Δ | Change |  |  |
| F | Frequency |  |  |
| # | Number |  |  |
| Ø | Null |  |  |
| ≈ | Approximately, similar to |  |  |
| → | Cause, lead to |  |  |
| ← | Come from |  |  |
| ↓ | Fall, decrease |  |  |
| ↑ | Rise, increase |  |  |
| ₓ | Incorrect |  |  |
| ٪ | Percentage |  |  |
| ¶ | Paragraph |  |  |
| § | Section |  |  |
| √ | Correct |  |  |
| ✳   |  | | --- | |  | | Important |  |  |