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ABBREVIATIONS

Abbreviations Increase Note-Taking Efficiency & Recall

Writing accurate notes and creating useful study guides are essential tools for students to learn. Studies show that students who implement solid note-taking strategies take higher quality notes and recall information better. This is especially true for students with learning disabilities. Students can increase their note-taking efficiency by writing in short sentences and using abbreviations. An abbreviation is simply a shortened version of a word or phrase. Abbreviations allow students to write down critical points quickly so they can listen more and write less. As a result, students can absorb valuable information in real time and then memorize it later using their notes.

Top 3 Tips for Using Abbreviations:

Keep a list of standard abbreviations handy as a quick reference guide.

Don't use abbreviations in coursework and essays as they are generally too informal.

Don't worry about using the proper case or punctuation when writing abbreviations. Just do what's quick and easy!

Common Abbreviations

Here's a list of our favorite abbreviations for note taking and planner use:

Planner Abbreviations

Biol	Biology	BK	book
Chem	Chemistry	BR	binder
Hist	History	CW	classwork
FR	French	HW	homework
LA	Language Arts	NB	notebook
MA	Math	No HW	no homework
MU	Music	p. or pg	page, pages
PE	Physical Education	Sect.	section
Phy	Physics	St.	study
SH	Study Hall	WB	workbook
SS	Social Studies	WS	worksheet
SP	Spanish		

Note: Write the assignment + books needed under each subject in your planner. For example, MA – pg 34 even – MA BK. Circle all books needed so at the end of the day you can quickly see what you need to bring home.

General Abbreviations

aka	also known as	info.	information
a.m.	morning	IQ	intelligence quotient
approx.	approximately	mtg.	meeting
asap	as soon as possible	no.	number
assoc.	association	orig.	original, originated
bibli.	bibliography	p. or pg	page, pages
bk.	book	p.m.	afternoon
b/c	because	poss.	possible, possibly
b/4	before	ppl.	people
chap.	chapter	prob.	probable, problem
co.	company	proj.	project
conf.	conference, confer	pt.	point(s)
cont.	continue, containing	Q.	question
cp.	compare	re.	regarding
def.	definition	ref.	reference, refer
diag.	diagram	rev.	review, revision
diff.	difference	sim.	similar, similarly
disc.	discovered	sp.	special, specific
ea.	each	s/t	something
e.g.	for example	T.	theory, theoretical
esp.	especially	tho'	though
est.	estimate, established	thro'	through
etc.	et cetera, and so on	univ.	universal, university
ex.	example, examined	usu.	usually
fr	from	v.	very
fyi	for your information	vv.	extremely
gen.	general, gender	vs.	against
id	identification	w/	with
i.e.	in other words, that is	w/o	without
illus.	illustrated	wk	week
impt.	important	yr	year
inc.	include, including		

Numbers & Symbols

2	to, too, two	\$	dollar
4	for, four	@	at
8	anything ending in 'ate'	↑	increase, growth
?	question	↑↑	rapid increase
+	and, also, in addition	↓	decrease, fall
-	without, minus	↓↓	rapid decrease
=	equals, the same as	*	important, special
≠	does not equal	∴	therefore
~>	leads to, makes, produces	△	change
~	approximately	✓	correct, yes
>	greater than	✓✓	definitely, proven, certain
<	lesser than	x	no ,not, incorrect
#	number or pound	xx	definitely not, disproved

English Abbreviations

abbr.	abbreviations	lang.	language
adj.	adjective	n.	noun
adv.	adverb	para. or ¶	paragraph
def.	definition	prep.	preposition
DO	direct object	subj.	subject
Eng.	English	v.	verb
IO	indirect object		

History Abbreviations

C.	century	govt.	government
cap.	capitalism	hist.	history
dem.	democracy	lib.	liberal
econ.	economy	pol.	politics

Math Abbreviations

abs.	absolute	no.	number
alg.	algebra	o.	odd
deg.	degree	ord.	ordinal number
div.	division	prob.	problem
e.	even	qty	quantity
eqn.	equation	SD	standard deviation
max.	maximum	%	percent
min.	minimum	*	multiplication

Science Abbreviations

biol.	biology	min.	minute
bot.	botany, botanical	mm.	millimeter
chem.	chemistry, chemical	phy.	physics
cm.	centimeter	sci.	science
g.	gram	sec.	second
hr.	hour	sp.	species
l.	liter	temp.	temperature
m.	meter	v.	volume
mg.	milligram	yd.	yard