

Abbreviations and Emphasis Marks

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You can increase the speed and effectiveness of your note taking with abbreviations and emphasis marks. Editing your notes immediately after class with emphasis marks and margin notes produces an efficient study tool. Here are some abbreviations and emphasis marks commonly used in notes and mapping notations:

Abbreviations and Emphasis marks

Def.	Explicit definition of key term
w/	with
w/o	without
=	equals
≠	is not equal to
<	less than
>	more than
→	results in or leads to
%	percentage
#	number
\$	money or dollars
K	thousand, as "\$ 5 K": 5 thousand dollars
M	million
@	at or about
&	and
+	plus
-	minus
etc.	and so on
esp.	especially
Use of highlighter	for key concepts or ideas
* or	Especially important
→	To do, with instructions for follow up activity
?	Not clear, find out about this
Sum	summarize/paraphrase
e.g.	for example
et.al.	and others
stat.	Interesting/important statistic