

NTTKG
(Note Taking)

SUGGESTED SYMBOLS	GENERAL NOTE TAKING TIPS
+ plus/positive/and	OMIT VOWELS
+++ more/very much	<i>bkgd, gvt, ppl</i>
- minus/negative	ABBREVIATE by writing only
--- less/much lower/less	the first syllable of the word, or
* important	enough to recognize it .
	<i>assoc; intro; subj</i>
and	
@ at	
?? question/why/reason	INITIALIZE names and phrases
because	(after writing them out in full the
	first time)
0 nothing/no/none	<i>JFK (John F. Kennedy)</i>
	<i>WW2 (World War II)</i>
increase/rise	<i>UMB (U. Mass Boston)</i>
decrease/lower	
less than	
greater than/more than	
	Use APOSTROPHE to cut out
= equal/same/similar	unnecessary syllables
= is different/does not equal	<i>gov't; dep't</i>
therefore/consequently	
becomes/leads to	
	MAKE A NOTE to yourself (like a
change/effect	map legend) whenever you
	invent a new abbreviation
e.g. for example	= <i>constitution</i>
i.e. that is/that means	
vs. against	
incl. including	REREAD YOUR NOTES
	after class:
w/ with	a. fill in more info
w/o without	b. hi-light important points
w/in within	c. add page #'s from textbook
	where info from book and
4 for	teacher overlap
2 to or, too/also	d. prepare questions for
	clarification
woman	
man	
# number	

