**Note-taking   
Abbreviations and acronyms**

**Why make notes?**

Note-taking needs to be concise. You do not need to write down everything word for word. Using symbols and abbreviations when you take notes can allow you to take more accurate notes more quickly.

**Using abbreviations**

When taking notes, you can reduce the amount of language by shortening words and sentences. Some ways of abbreviating are:

**Using abbreviations and symbols**

|  |  |  |  |
| --- | --- | --- | --- |
| **symbols** | **meaning** | **symbols** | **meaning** |
|  | therefore | **@** | at |
| **b/c ,** | because | **s/b** | Should be |
| **VS** | Verses, against | **c/b** | Could be |
| **w/b** | Will be | **B4** | before |
| **ff** | following | **!** | Important point |
| **∆** | change | **!!** | Very Important point |
| **&** | and | **?** | May not understand |
| **…. etc.** | And so on , etcetera | **V V.** | extremely |
| **b/w** | between | **w/** | with |
| **i.e.** | That is, that means | **T.** | Theory, theoretical |
| **C.** | century | **tho’** | though |
| **NB** | Notice this, note well | **thro’** | through |
| **nec.** | nessesary | **w/** | with |
| **no.** | number | **w/o** | without |
| **pt.** | point | **viz.** | namely |
| **p.** | page | **w/i** | within |
| **re.** | Regarding, about | **Wh/** | which |
| **sim.** | similar | **Vs.** | against |
| **s/t** | something | **8** | Any thing ending in ‘ ate’ |

**Word truncation**

* **First syllable**

Politics = pol Capitalism= cap Democracy= dem

Represents= rep Liberal=lib Contrast= con

* **First syllable, second letter**

Subject=subj Individual=ind conservative= cons Totalitarism= tot

* **Eliminate final letters**

Association=assoc Achievement= ach Biological= bio

* **Omit vowels**

Background= bgnd Enough= engh Government= gvnmt

Important= impt Behaviour=bhvr

**READING MATHEMATICAL SIGNS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **sign** | **meaning** | **sign** | | **meaning** | **sign** | **meaning** | **sign** | **meaning** |
| + | plus | **<** | | Less than | **∑** | sum |  | For all |
| - | minus | ≥ | | Greater than or equal to | **√** | Root , square root | I x I | Mod x, modulus x. |
| ± | Plus or minus | **≤** | | Less than or equal to | **∕** | per | . | dot |
| ÷ | divided | **>>** | | Much greater than | **%** | percent | T | Perpendicular to |
| × | Multiplied by | ² | | squared | **!** | factorial | α | Varies as, proportional |
| = | equal | | **³** | cubed | **→** | Gives, leads to, approaches | ∫ | integral |
| ≠ | Not equal to | | **⁴** | To the forth | **∞** | infinity | ∩ | intersection |
| ≡ | Equivalent to | | **n** | To the nth | **ɇ** | Does not belongs to | U | union |
| ≈ | approximately | | **↑** | Increase, rise, growth | **ϵ** | Belongs to, a member of | ( | Open bracket /open parentheses |
| > | Greater than | | ↓ | Decrease , fall |  | Contained in | ) | Close bracket/ close parentheses |

**ACRONYMS**

An acronym is a word formed by the initial letters of two or more words. We usually pronounce acronyms by saying each of their letters separately. The most common acronyms in biology sciences are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Acronym** | **Full Form** | **Acronym** | **Full Form** |
| **ATP** | Adenosine Tri Phosphate | **ECG** | Electro Cardio Gram |
| **ADP** | Adenosine Di Phosphate | **MRI** | Magnetic Resonance Imaging |
| **AMP** | Adenosine Mono Phosphate | **GMO** | Genetically Modified Organism |
| **NADPH** | Nicotinamide Adenine Dinucleotide Phosphate Hydrogen | **TSH** | Thyroid Stimulating Hormone |
| **RNA** | Ribo Nucleic Acid | **FSH** | Follicle Stimulating Hormone |
| **mRNA** | Messenger Ribo Nucleic Acid | **WHO** | World Health Organization |
| **DNA** | Deoxy Ribonucleic Acid | **HIV** | Human Immunodeficiency Virus |
| **CFC** | Chloro Fluoro Carbon | **AIDS** | Acquired Immunodeficiency Syndrome |
| **DDTE** | Dichloro Diphenyl Trichloro Ethan | **PMC** | Pollen Mother Cell |
| **LAB** | Lactic Acid Bacteria | **BOD** | Biochemical Oxygen Demand |
| **ATP** | Adenosine Tri Phosphate | **DO** | Dissolved Oxygen |
| **RBC** | Red Blood Cell | **IVF** | In vitro fertilization |
| **WBC** | White Blood Cell | **STD** | Sexually Transmitted Disease |
| **BP** | Blood Pressure | **AI** | Artificial insemination |
| **ELISA** | Enzyme Linked Immune Sorbent Assay | **IG** | Immunoglobulin |
| **PCR** | Polymerase Chain Reaction | **BAC** | Bacterial Artificial Chromosome |