



## Note Taking Time Savers

Keeping up with a lecture while taking notes in class is difficult for students who try to write down *every word*. Note taking is more effective if students practice a few simple **Time Savers** designed to make taking notes faster and easier.

- ▶ Take or re-write notes using as few words as possible.

Many words add little or nothing to notes. These words can be safely eliminated without losing the meaning of ideas when re-writing and reorganizing notes.

For example, the instructor says, "World War II began when Hitler's powerful army crossed over into Poland in September of 1939."

You write: "Sept. 1939 - WW2 began - Hitler invaded Poland"

- ▶ Use abbreviations and symbols, if possible.

Word	Abbreviation	Word	Symbol
1. difference	dif. or diff.	1. dollars, money, cost, price	\$
2. telephone	tel. or phone	2. at, costing	@
3. department	dept.	3. per cent	%
4. reaction	rxn	4. per year	/ yr
5. between	b/w	5. always, ever, infinity	∞
6. information	info	6. oxygen	O
7. corporation	corp.	7. water	H <sub>2</sub> O
8. double	2x	8. number	#
9. with/without	w/ w/o	9. is less than, is greater than	< >
10. balance	bal.	10. question	?