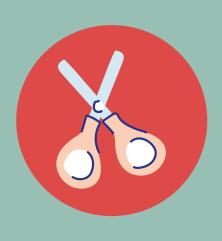
# COMMON ABBREVIATIONS

You will probably find it best to make up your own shorthand for lecture notes, but here are some popular ones to get you started.

### USE THE FIRST FEW LETTERS OF THE WORD

- imp = 'important'
- info = 'information'
- eval = 'evaluation
- dev = 'development'g
- gov = 'government





# **USE INITIALS FOR PHRASES**

- UoC = 'University of Cumbria''
- RS = 'reflective skills'
- LG = 'local government';
- NG = 'national government.

### **REMOVE ALL (OR MOST) VOWELS**

- mngmt = 'management'
- mkt = 'market' (and mkting

for 'marketing')

dvpt = 'development'



#### **USE SYMBOLS INSTEAD OF WORDS**

& or + and, plus, with

– minus, without

- = equals, is the same as ( $\neq$  does not equal)
- $\approx$  is approximately equal to, is similar to
- < is less than, is smaller than
- > is greater than, is larger than
- $\uparrow$  increase, rise, growth ( $\uparrow \uparrow$  rapid increase)
- $\downarrow$  decrease, fall, shrinkage ( $\downarrow \downarrow$  rapid decrease)

Adapted from University of Portsmouth '(2020) 'Helpful abbreviations for speedy note-taking and note-making' Available at: https://www.port.ac.uk/student-life/help-and-advice/study-skills/researchreading-referencing-and-citation/helpful-abbreviations-for-speedy-note-taking (accessed 03 November 2020)

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