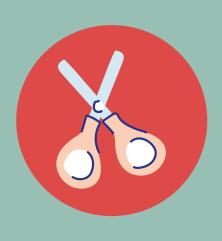# COMMON ABBREVIATIONS

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'

AEIOU

USE SYMBOLS INSTEAD OF WORDS

& or + and, plus, with
– minus, without
= equals, is the same as (≠ does not equal)
≈ is approximately equal to, is similar to
< is less than, is smaller than
> is greater than, is larger than
↑ increase, rise, growth (↑↑ rapid increase)
↓ decrease, fall, shrinkage (↓↓ rapid decrease)

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