

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
Δ	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	X	I disagree
s/t	something	8	Any thing ending in 'ate'
def.		definition	

symbols	meaning		
		ea.	each
cf	compare		
eg.	Example		

Word truncation

First syllable

- Politics = pol
- Capitalism= cap
- Democracy= dem
- Represents= rep
- Liberal=lib
- Contrast= con

Word truncation

First syllable, second letter

- Subject=subj
- Individual=ind
- conservative= cons
- Totalitarianism= tot

Word truncation

Eliminate final letters

- Association=assoc
- Achievement= ach
- Biological= bio

Word truncation

Omit vowels

- Background= bgnd
- Enough= engh
- Government= gvnmt
- Important= impt
- Behaviour=bhvr

- eg. If u rd ths, u cn gt a gd jb.

READING MATHEMATICAL SIGNS

SIGN	MEANING	SIGN	MEANING
+	plus	\equiv	Equivalent to or identical
-	minus	\approx	approximately
\pm	Plus or minus	$>$	Greater than
\div	divided	$<$	Less than
\times	Multiplied by	\geq	Greater than or equal to
=	equal	\leq	Less than or equal to
\neq	Not equal to	\gg	Much greater than

2	squared	∞	infinity
3	cubed	\notin	Does not belongs to
4	To the forth	\in	Belongs to, a member of
n	To the nth	\subset	Contained in
\uparrow	Increase, rise, growth	\forall	For all
\downarrow	Decrease , fall	$ x $	Mod x, modulus x.
Σ	sum	.	dot
$\sqrt{\quad}$	Root , square root	\perp	Perpendicular to
/	per	\propto	Varies as, proportional
%	percent	\int	integral
!	factorial	\cap	intersection
\rightarrow	Gives, leads to, approaches	\cup	union

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
ATP	Adenosine Tri Phosphate
ADP	Adenosine Di Phosphate
AMP	Adenosine Mono Phosphate
NADPH	Nicotinamide Adenine Dinucleotide Phosphate Hydrogen
RNA	Ribo Nucleic Acid
mRNA	Messenger Ribo Nucleic Acid
DNA	Dioxy Ribonucleic Acid
CFC	Chloro Fluoro Carbon
DDTE	Dichloro Diphenyl Trichloro Ethan
LAB	Lactic Acid Bacteria

RBC	Red Blood Cell
WBC	White Blood Cell
BP	Blood Pressure
ELISA	Enzyme Linked Immune Sorbent Assay
PCR	Polymerase Chain Reaction
ECG	Electro Cardio Gram
MRI	Magnetic Resonance Imaging
GMO	Genetically Modified Organism
TSH	Thyroid Stimulating Hormone
FSH	Follicle Stimulating Hormone
WHO	World Health Organisation
HIV	Human Immunodeficiency Virus

AIDS	Acquired Immunodeficiency Syndrome
PMC	Pollen Mother Cell
BOD	Biochemical Oxygen Demand
DO	Dissolved Oxygen
IVF	In vitro fertilization
STD	Sexually Transmitted Disease
AI	Artificial insemination
IG	Immunoglobulin
BAC	Bacterial Artificial Chromosome
DAP	Di Amino Phosphate

HOW TO SUMMARIZE A SHORT SCIENTIFIC TEXT ?

DEFINITION

- A summary is shortened version of a large piece of writing.
- The summary captures all the most important parts (main ideas) of the original, but express in a shorter way.
- The summary should be expressed as far as possible in your words.

READING STRATEGIES

- Read the original quickly, and try to understand its main subject or purpose.
- Read it again to understand it in more detail, identify keywords and highlight the essential information.
- Look up any technical words or concepts you don't know.

IDENTIFYING THE MAIN SECTIONS

- Work through the text to identify its main section. A main section can be made up of one or various paragraphs. (number each different section)
- Write a one or two sentence account of each section you identify.
- Focus your attention on the main point and leave out any illustrative examples.

THE STARTING POINT

- Write a sentence which shows the central idea of the original text.
- Complete the paragraph by including one or two sentences per main point or important part.