

STEPS (Skills to Enhance Personal Success)

Notetaking Shortcuts

SYMBOLS

=	equals
≠	not equal
>	greater than
<	less than
~	about
△	change
∴	therefore
x	number of times
&	and
+	and/addition
-	minus/remove
±	plus or minus
%	percent
\$	money/dollar
@	at
∅	none
↑	increase
↓	decrease
?	question

ABBREVIATIONS

c.	approximately
e.g.	for example
i.e.	in other words
w/	with
w/o	without
v.	very
etc.	and so on
vs.	against
b/c	because
min.	minimum
max.	maximum
ea.	each
pt.	point
p.	page
pp.	page range
s/t	something