























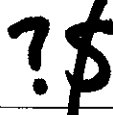























SYMBOLS FOR NOTE-TAKING


Verbs

	1. To say, state, declare, tell, speak. Quotation.
	2. To see, observe, watch, notice, read. An eye.
	3. To want, desire, to feel. A heart.
	4. To need, to require. The "N" for "need".
	5. To mail, send, process, present, file. An envelope.
	6. To eat. Lips. 
	7. To do, make. The symbol for change. Actions generate change.
	8. To drink alcohol, be drunk, be an alcoholic. A glass (rectangle) and a straw (curved). 
	9. To call, to contact. A part of a telephone spiral cord. Symbol for "messages" on some cell phones.
	10. To sign, a signature. An "S" turned into a signature.
	11. To leave, exit. An arrow coming out of the circle.
	12. To come, to enter. An arrow coming into a circle.
	13. To increase, a maximum. A vertical arrow intersected at its highest point. An arrow helps to differentiate it from a "T".




	14. To reduce, a minimum. A vertical line intersected at the lowest point.
	15. To ask, question. "Q" for "question." 
	16. To reply, respond. "R" for reply, two diagonal below lines as used to show the solution to a mathematical problem.
	17. To think, understand, believe, realize, find out, discover. An exclamation sign, as in cartoons when they have a new idea.
	18. To know. "K" for knowledge.
	19. To hear. The ear on the right, not attached to a head. Important not to draw it like a "C", since it can be mistaken for "Court".
	20. To try. An interrupted arrow.
	21. To pay. The symbol for dollars.
	22. To charge. To ask for (question mark) money (dollar symbol).
	23. To run, to escape. Two legs.
	24. To work. "W" for work, as used in Newton's Physics.
	25. To wait. A clock. The L are the two arms.
	26. To give. A horizontal open hand from left to right.
	27. To receive, to get, to obtain. A horizontal open hand from right to left. 
	28. To have, there is, there are. The mathematical symbol for "exist".

	29. To arrest. Simple sketch of hand cuffs.
	30. To scream, yell, shout. Two eyes and an open mouth.
	31. To start. A horizontal line intersected at the beginning (from left to right).
	32. To finish. A horizontal line intersected at the end (from left to right).
	33. To open. A door, a circle overlapping at the doorknob area.
	34. To close. A door, a line overlapping at the doorknob area.
	35. To owe. A hole on the ground, symbolizing a debt.
	36. To review. An eye, the arrow indicates a circular, repetitive motion.
	37. To continue. An undulating arrow. 
	38. To mean. Mathematical symbol for "signify".
	39. To kill. Two dead eyes (Xs) over a mouth (horizontal line).
	40. To smoke. A cigarette (horizontal line) with smoke rising (curved line)
	41. To show. The profile of a reflector light (triangular shape), with light shining out (two diagonal lines)


People:

	42. Woman, female. Taken from the Greek symbol for woman, simplified by omitting the horizontal line that crosses the vertical line.
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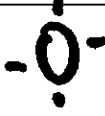







୧୨	43. Man, male. Taken from the Greek symbol for man, simplified by omitting the end of the arrow on top of the diagonal line. 
୧୩	44. Baby. A wrapped baby in a horizontal position, the head represented by the circle, the big oval represents the bundled body.
୧୪	45. Child. A head (circle) under some one's authority (a horizontal line).
୧୫	46. Marriage. Two rings intertwined.
୧୬	47. Divorce. The symbol of marriage divided by a vertical line.
୧୭	48. Separation. The symbol of marriage divided by an "S", for "separation"
୧୮	49. Husband/Boy-friend. The symbol of marriage, one of the circles representing the male.
୧୯	50. Wife/Girlfriend. The symbol of marriage, one of the circles representing the female.
୨୦	51. Family. The symbol of marriage with an extra circle, representing a child.
୨୧	52. Pregnant. The profile of a pregnant lady. The vertical line is the back, the smaller circle at the top represents the head, the lower circle represents the pregnant belly.
୨୨	53. Father. The symbol for a male, above a line (representing his authority over his child/ren). 
୨୩	54. Mother. The symbol for a female, above a line (representing his authority over his child/ren). 
୨୪	55. Daughter. The symbol for a female, below a line (representing her position beneath her parents' authority).
୨୫	56. Son. The symbol for a male below a horizontal line (representing his position beneath his parents' authority).

Court Terms








	57. Jail. A horizontal line intersected by two vertical lines, all representing the bars at a prison cell. It is recommendable to trace this symbol in this manner and not in reverse (two horizontal lines and one vertical) so it is not confused with the mathematical sign for “unequal”.
C	58. Court
J	59. Judge
D	60. Defendant
Pl	61. Plaintiff
Pr	62. Prosecutor
Att	63. Attorney
L	64. Law
B	65. Bail
---	66. Date. Three consecutive short lines, for the month, day, and year.





Terms for Time:

	67. Night. A crescent moon.
	68. Day. A sun (circle) with rays (small lines).
AM	69. Morning








PM	70. Afternoon
t	71. Time, period. Letter used in Newton's Physics.
t 	72. Early. The symbol for time, over an arrow pointing to the space before it.
t 	73. Late. The symbol for time, over an arrow pointing to the space after it.
t 	74. On time. The symbol for time, next to an arrow pointing to the space right next to it.
	75. Before. A curved arrow pointing to the left.
	76. After. A curved arrow pointing to the right.

Concepts Related to Health:

	77. Wound. A wound (the vertical line) bleeding (the drop).
	78. Bruise. A face with a swollen, shut eye. The mouth is represented by the bottom horizontal line, the dot represents one eye, the line next to it is the bruised eye.
	79. Injury. A cast.
	80. Sick. A bed seen horizontally. The left vertical line represents the headboard, the right line the foot of the bed, the horizontal line the mattress.
	81. Blood, bleed. A drop.
	82. Prescription, Medicine. The letters "RX". The diagonal line crossing the R's right leg saves an extra trace for the letter "X". 
H	83. Hospital.






	84. Stitches. A wound (horizontal line) with stitches (vertical lines). Symbol can be confused with the one for "jail", but not if the interpreter pays close attention to the message.
	85. Cast. A cast in the shape of a boot.
	86. Dead, deceased, past away. A face with two "X" letters for eyes.
	87. Psychology. Greek symbol for "psyche".

Mental & Emotional States:



	88. Happy, Satisfied. A happy face.
	89. Unhappy, depressed, dissatisfied. Un unhappy face.
	90. Crazy, psychological problem. A face with spirals for eyes.
	91. Afraid, worried. A face with trembling lips.
ZZ	92. Asleep. Two Zs.
	93. Peace, Calm. The symbol for peace.
	94. Tired. A face with shut eyes.
	95. Angry. An open mouth beneath two slanted eyes.

Concepts Related to Landlord-Tenant Cases:

S	96. Superintendent
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L	97. Landlord
T	98. Tenant
	99. Rent. The dollar symbol under a roof.
M	100. Mortgage
	101. Address, apt, house, residence. The roof of a house. Also used for the verb "to live".
LRm	102. Living Room
DRm	103. Dining Room
Rm	104. Bed Room
BtRm	105. Bath Room
	106. Hall Way. Two horizontal lines. Drawn with the ends up, to differentiate from the = sign.
	107. Door. A rectangle with a dot for the doorknob.
	108. Window.


Qualifiers:

	109. Equal, same, identical. Mathematical sign for "equal"
	110. Different. Mathematical sign for "different"







\approx	111. Similar, like, as. Mathematical sign for “similar”
\pm	112. Approximately. More or less.
$-$	113. Less Than.
$+$	114. More Than

Concepts Related to Transportation



	115. Car, vehicle, automobile. Two perpendicular lines over a circle (tires).
	116. Bus. Two perpendicular lines (horizontal is longer) over a circle (tires).
	117. Taxi. Two perpendicular lines. The vertical line is crossed by a small horizontal line to indicate the "T" for "taxi".
	118. Seat. A chair seen from the side.
	119. Driver's Seat
	120. Passenger Front Seat
	121. Passenger Back Seat, Behind the Driver
	122. Passenger Back Middle Seat
	123. Passenger Back Seat (Right)
	124. Seat Belt. A curved line (the lap portion) connected to a diagonal line (the chest portion).
	125. Fast.
	126. Slow.
	127. Steering Wheel.
	128. Lights. Profile of a light reflector.
	129. Traffic Light

	130. Brakes. Profile. The foot pedal (top diagonal line) is attached to a metal piece (bottom diagonal line that intersects it)
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Question Related Terms

	131. Question 
	132. Answer
#?	133. How many/much?
@?	134. Where?
	135. Who?
	136. When?
	137. Why?

Answers:

	138. Likely, Probably, Maybe. Symbol for probability.
B'C	139. Because
	140. Usually. Statistical symbol for “average”, what usually happens is average.

Sound Based:






VS	141. Against. Versus.
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S.T	142. Something, Sometimes
S.O	143. Someone
w/o	144. Without
/	145. __ment, __mente. Used at the end of a word to abbreviate it. Ex: "state/" for "statement". "Entertain/" for "Entertainment".
Ø	146. __ión, __tion. Used at the end of a word to abbreviate it. Ex: Exeption

Places












@	147. Located, at.
BK	148. Bank





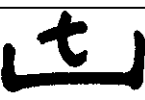


Objects

	149. Key. Simple sketch of a key.
	150. A check. Rectangle.
	151. Papers, Documents. Square
	152. Bed. Profile of a bed. Head board and back legs (vertical left line), mattress (horizontal line), foot of the bed and front legs (vertical right line).
	153. Weapon. Simple sketch of a fire weapon shooting.

	154. Handcuffs. Simple sketch of hand cuffs.
	155. Clothes. Simple sketch of a shirt. Top curvy line are the sleeves and neck hole. The 3 bottom rectangular lines are the chest area.

Adjectives

	156. Important. Mathematical sign.
	157. All. Mathematical Sign.
	158. Some. Mathematical Sign.
	159. None. Empty Brackets. 
	160. Few. Horizontal line crosses the vertical line at its lowest point.
	161. Many. Horizontal line crosses the vertical arrow at its highest point.
	162. Always. Symbol for “infinity”.
	163. Never. Symbol for “infinity” crossed out.
	164. Again. Arrow going over itself in a circular motion. 

	165. Beginning. The vertical line crosses the horizontal line at the left, at the beginning.
	166. End. The vertical line crosses the horizontal line at the right, at the end.
	167. Long, far. Long horizontal line.
	168. Short, close. Short horizontal line.
	169. Long time.
	170. Big. Horizontal line crosses the vertical line at its highest point.
	171. Small. Horizontal line crosses the vertical line at its lowest point.

Important Tips for Note-taking

- Your notes are just support for your listening. If they distract you from the message, stop writing and LISTEN. Your notes will make sense to you only if you are **truly** paying attention to the speaker. They should not be your main focus.
- Keep it simple. Don't draw a symbol for every word, not even for every idea. Draw symbols for the most important part of the message. Do write down all names, dates, amounts, names of places, etc.
- Keep your symbols simple. If it takes more than 6 strokes to draw it, find a new one. The best ones are those that can be drawn in uninterrupted strokes (not lifting the pen from the paper).
- Only use symbols that are meaningful to you. Always invent or find new ones that work for you.
- One same symbol can represent a verb, a noun, an adjective, etc, according to the context. Example: the symbol for "handcuffs" can also be used for "arrest".
- Draw a horizontal line at the end of the notes that you have already used to interpret, to avoid confusing what has been rendered already with what hasn't yet.
- If a word is repeated, avoid jotting it down over and over. To save time, circle the word and draw a line that comes over to the new spot where you need it again.
- On the left margin, jot down connectors like "However" (H.E.), "Nevertheless" (N.-), "In Contrast", etc. Links help you weave the parts of the message together coherently.
- When learning new symbols, tackle only two at a time. Once you master them and they are automatic to you, practice two new ones. Remember, time is on your side.

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