1. Note-taking symbols and abbreviations for your reference:

Symbols helpful in math -- these are commonly used in texts and references.

S   =   sum
f   =   frequency

Leave out periods in standard abbreviations.

cf   =   compare
e.g.   =   example
dept   =   department

Use only the first syllable of a word.

pol   =   politics
dem   =   democracy
lib   =   liberal
cap   =   capitalism

Use entire first syllable and only 1st letter of 2nd syllable.

pres   =   presentation
subj   =   subject
ind   =   individual
cons   =   conservative

Eliminate final letters. Use just enough of the word to form a recognizable abbreviation.

assoc   =   associate
biol   =   biology
info   =   information
ach   =   achievement
chem   =   chemistry
max   =   maximum
intro   =   introduction
conc   =   concentration
min   =   minimum
rep   =   repetition

Omit vowels, retain only enough consonants to give a recognizable skeleton of the word.

ppd   =   prepared
prblm   =   problem
estmt   =   estimate
bkgd   =   background
gvt   =   government

Use an apostrophe in place of letters.

am't   =   amount
cont'd   =   continued
gov't   =   government
educat'l   =   educational

Form the plural of a symbol or abbreviated word by adding s.

chpts   =   chapters
egs   =   examples

fs   =   frequencies
intros   =   introductions

Use g to represent ing endings.

ckg   =   checking
estg   =   establishing
decrg   =   decreasing
exptg   =   experimenting

Spell out short words such as in, at, to, but, for, and key.

Use symbols for commonly recurring connective or transitional words.

&   =   and
w/   =   with
w/o   =   without
vs   =   against
\   =   therefore
=   =   is or equal

Use technical symbols where applicable.

zb   =   German, for example
ibid   =   Latin, the same work
o   =   degrees
H2O   =   water

More reference:

Use standard math, accounting, and science symbols. Examples:

+ plus
// parallel

Use standard abbreviations and leave out full stops. Examples:

eg：example
IT dept：Information Technology department
UK：United Kingdom

Use only the first syllable of a word. Examples:

mar：marketing
cus：customer
cli：client

Use the entire first syllable and the first letter of the second syllable. Examples:

subj：subject
budg：budget
ind：individual

To distinguish among various forms of the same word, use the first syllable of the word, an apostrophe, and the ending of the word. Examples:

tech'gy：technology
gen'ion：generalisation
del'y：delivery

Use just enough of the beginning of a word to form a recognisable abbreviation. Examples:

assoc：associated
ach：achievement
info：information
Omit vowels from the middle of words, retaining only enough consonants to provide recognizable skeleton of the word. Examples:
bkgd：background
mvmt：movement
prblm：problem
Form：the plural of a symbol or abbreviated word by adding 's.' Examples:
custs：customers
fs：frequencies
/s：ratios 比，比率
Use 'g' to represent 'ing' endings. Examples:
decrg：decreasing
ckg：checking
estblg：establishing
Spell out, rather than abbreviate short words. Examples:
in
but
as
key
Leave out unimportant verbs |articles. Examples:
is| was| were
a |an| the
If a term, phrase, or name is initially written out in full during the talk or meeting, initials can be substituted whenever the term, phrase, or name is used again. Example:
January Advertising Campaign Budget JACB
Use symbols for common connective or transition words. Examples:
@：at
2：to
4 ：for
&：and
w/：with
w/o：without
vs：against
Create your own set of abbreviations and symbols. You may wish to develop separate sets of symbols and abbreviations for different courses or subjects.
Other Symbols and Abbreviations
as a result of / consequences of：<--->
resulting in：--->
and / also：+
equal to / same as：=
following：ff

most importantly：*
less than：<
greater than：>
especially：esp/

一、 缩略词
缩略词的写法四种方式：
1. 拿掉所有元音
mkt: market
mgr: manager
msg: message
std: standard
rcv: receive
2. 保留前几个字母
info: information
ins: insurance
exch: exchange
Iou: I owe you
in stead of i/o
3. 保留开头和结尾个发音字母
wk: week
rm: room
pl: people
4. 根据发音
r: are
tho: though
thru: through

高级口译听力常用英语缩略词表
apt: apartment
acc：accountant
acdg：according
acpt：accept
ad：advertisement
ads：address
adv：advice
amap：as much/many as possible
amt：amount
apv：approve
asap：as soon as possible
bal：balance
bldg：building
cert：certificate
cfm：conform 遵守，符合
cncl：cancel
cnf：conference
cmi：commission
cmp：complete 完成
cmpe：compete/competitive 竞争
cmu: communication

conc： concern/concerning/concerned

cond： condition

co.： company

dept： department

disc： discount

dpt： departure

exch： exchange

expln： explain

ext： extent

flt： flight

fnt： final

frt： freight vt.运输 货运 n.货物

fyr： for your reference

gd： good

guar： guarantee

h.o.： home office

info： information

imps： impossible

imp(t)： important

incd： include

indiv： individual

ins： insurance

intst： interested

i/o： in stead of

Iou: I owe you 感激你

ivo： in view of

manuf： manufacture

mdl: model

memo： memorandum 备忘录

mgr： manger

min： minimum

mkt: market

msg： message

ncry： necessary

nlt: no later than

obs： observe

obt： obtain

ord： ordinary

pat： patent

pc： piece

pkg： packing

pl： people

pls： please

posn： position

poss(bl)： possible

prod： product

qlty： quality

quty： quantity

rcv： receive

ref： reference n.提及,参考, 查阅；推荐信；推荐人

regl： regular

rep： representative 代表人

resn： reservation 保留

rpt： repeat

respon： responsible

sec： section

sitn： situation

std： standard

tel： telephone

temp： temporary 临时的, 暂时的, 短时间的

tgm： telegraph

tho： though

tks： thanks

trd： trade

trf： traffic

ttl： total

u： you

ur： your

wk： week

wl： will

wt： weight

xl： extra large

二、 字母、图像

Z 表示"人"people/person，因为"Z"看上去像个人头，它通常被写在一个词或符号的右上角。例如：日本人：JZ。

C 表示政府，统治：government, govern 希腊字母 C 读/ga:ma/,近似 government, 所以就用 C 来表示 govern, government。governmental official 可以表示为 CZ

P 表示政治：politics, political 希腊字母 P 读/pai/,近似 politics, political。那么 politician 就可以表示为 PZ

E 表示总数：total, totally, entire, entirely, on the whole, all in all, to sum up, ect. E 数学符号表示总值。

G 表示效率：efficient, effective。G 为效率符号。

Q 表示"通货膨胀"：inflation 因为这个符号酷似一个上升的气球。

A 表示农业: agriculture. agriculture 经常用到，所以用首字母代替。

B 表示商业：business。

C× 表示冲突，矛盾：conflict, confrontation "C×"中的"×"表示反对，字母"C"将反对的概念缩小为 conflict 和 confrontation。

W 表示工作，职业: work, employ 等。它是 work 的第一个字母。

WZ 表示 worker, 而 W(Z 在字母上方表示 employer, 在字母下方表示 employee)。

I 表示工业: industry, industrial 字母 i 像只烟囱，所以用来可以用来表示工业。

U 表示合同、协议（treaty, agreement）(酷似酒杯)。

如果在 U 内填入 2，就可以表示为 bilateral(双边的), 填入 3 表示为 trilateral(三边的)。填入在 U 中填入 1 表示: Unilateralism(单边主义)，填入 m (multiple) 表示多边主义。如果在 U 上加一个"/" 表示谈判破裂。

O 表示"国家"、"民族"、"领土"等: country, state, nation, etc. gO 表示进口，Og 表示出口 (酷似椅子)，可以表示主持、主办: chair, host, preside over。那么在此符号上加 Z 表示主席，主持人: chairman, host, etc.

T 表示"领导人": leader, head。head of government, head of company 表示为 CT

⊙ 表示会议、开会等。(圆圈表示一个圆桌，中间一点表示一盆花).

meeting，conference，negotiation，seminar，discussion，symposium

k 表示"捕鱼业"等合 fishery 有关的词汇 (像条鱼)

O 表示国际的、世界的、全球的等,(圆圈代表地球，横线表示赤道):

international, worldwide, global, universal, etc.

J 表示开心: pleasant, joyful，happy，excited, etc.

L 表示不满、生气 unsatisfied, discomfort, angry, sad, etc.

EO 表示听到、总所周之: as we all know, as is known to all, as you have already heard of, etc.

O 表示漠不关心、无动于衷: indifferent, apathetic, unconcern, don't care much, etc.

三、 箭头

g 表示到达、传达: go into，arrive at，give to，send to，present to etc.

表示导致、引导: lead to, result in, in the direction of, etc.

表示屈服: submit to

f 表示来自于: be/come from，return，receive from, etc.

表示追溯到: come/go back to，originate

h 表示上升: up/upward/rise, increase，arise，ascend, etc.

表示发射、投放市场、发行: launch，open, start, etc.

表示发展、加强、推进: develop，strengthen，promote, etc

表示"波折": ups and downs, twists and turns, etc.

四、 数学符号

+ 表示"多": many, lots of, a great deal of, a good many of, etc.

++

+2 表示"多"的比较级: more

+3 表示"多"的最高级: most

— 表示"少": little, few, lack ,in short of/ be in shortage of etc.

× 表示"错误"、"失误"和"坏"的概念: wrong/incorrect，something bad，notorious，negative, etc.

> 表示"多于"概念: bigger/larger/greater/more than/better than, etc.

表示"高" 概念: superior to，surpass, etc.

< 表示"少于"概念: less/smaller，etc.

表示"低"概念: inferior to，etc.

= 表示"同等"概念: means，that is to say，in other words，the same as，be equal to, etc.

表示"对手"概念: a match, rival, competitor, counterpart, etc.

( ) 表示"在......之间": among, within, etc.

≠ 表示"不同"概念: be different from, etc.

表示"无敌"概念: matchless, peerless, etc.

～ 表示"大约"概念: about/around，or so，approximately, etc.

/ 表示"否定"，"消除"等概念: cross out, eliminate, etc.

五、 标点等

：表示各种各样"说"的动词：say, speak, talk, marks, announce, declare, etc.

? 表示"问题"：question，issue，例如：台湾问题：tw?

. (dot) 这个"."点的位置不同表示的概念也不一样".d"表示 yesterday, ".y"表示 last year, ".2m"表示 two month ago。"y"表示 this year, "y2." two year later" next week"，可以表示为"wk."

∧ 表示转折

√ 表示"好的"状态，right/good，famous/well-known，etc.

表示"同意"状态，stand up for，support， agree with sb, certain/ affirmative, etc.

☆ 表示"重要的"状态：important，exemplary（模范的） best，outstanding，brilliant，etc.

n 表示"交流"状态：exchange，mutual, etc.

& 表示"和"，"与"：and，together with，along with， accompany，along with，further more，etc.

// 表示"结束"：end，stop，halt，bring sth to a standstill/stop, etc.

六、 较长单词的处理办法

-ism　 简写为　 m 例如：socialism： Sm

-tion 　简 简写为　 n 例如：standardization (标准化)： stdn

-cian 简 简写为　 o 例如：technician： techo

-ing 简写为　 g 例如：marketing (市场营销)： MKTg

-ed 简写为　 d 例如：accepted： acptd

-able/ible/ble 简写为　 bl 例如：available： avbl

-ment 简写为　 mt 例如：amendment： amdmt

-ize 简写为　 z 例如：recognize： regz

-ful 简写为　 fl 例如：meaningful： mnfl

e.g.	for example	←	reason	bk	book
<	less than	→	result	prob	probably
≤	no more than	?	question	ex	exercise
>	more than	!	key point	with	w/
≥	no less than	∈	belong to	18th century	18c
≈	approximately	&	and		
=	equal to				
≠	not equal to	缩写：			
*	important	cont.	for continued		
**	very important	ed	education		
×	wrong bad	Prof.	professor		
√	right, good	ch	child		
↑	increase	curr	curriculum		
↓	decrease	chem	chemistry		
+	better	hist	history		
—	worse	c/room	classroom		
∵	because	geog	geography		
∴	so	Lng	learning		