

<p>& or + = and, plus, with (also w/ = with)</p>	<p>- = minus, without (also w/o = without)</p>	<p>= = equals, is the same as, results in</p>	<p>≠ = does not equal, is not the same as, does not result in</p>	<p>< = is less than, is smaller than</p>
<p>> = is greater than, is larger than</p>	<p>↑ = increase, rise, growth</p>	<p>↓ = decrease, fall</p>	<p>⇒ or ∴ = therefore, thus</p>	<p>→ = leads on to, produces, causes</p>
<p>x = no, not, incorrect</p>	<p>? = uncertain, possibly, unproven</p>	<p>✓ = yes, correct</p>	<p># = number</p>	<p>* = special, important, notable</p>
<p>/ = per (e.g. £50/day)</p>	<p>v = very</p>	<p>C = century</p>	<p>imp = important</p>	<p>approx = approximately</p>
<p>Use the first few letters of the word e.g. info = information</p>	<p>Remove all (or most) vowels from word e.g. dvpt = development</p>	<p><u>Underline</u> important sections for emphasis</p>	<p>Write term, phrase, or name in full then substitute with initials e.g. Scottish Parliament = SP</p>	<p>Omit 'a', 'the' and unimportant verbs</p>