

## CHAPTER 8 - SECTION 2

### TAKING NOTES FROM LECTURE

#### **Objective:**

Students will write abbreviations and symbols for words they hear in a lecture.

#### **Materials:**

Study Sheet (8-1)

*Using Abbreviations During Notetaking*

Study Sheet (8-2)

*Additional Abbreviations/ Acronyms*

Study Sheet (8-3)

*Using Symbols*

Study Sheet (8-4)

*Abbreviations and Symbols*  
small prize

#### **INTRODUCTION**

**Get out a piece of scratch paper. I am going to give you some valuable information. Take notes. I will not repeat it. Christmas vacation will be December 20 to January 4th. Semester exams will start January 14th. (Use an example that would pertain to your particular situation and interest level.)** After students are finished (do not allow extra time), go around the room and ask students to repeat the information, word for word. Ask the student who had all of the correct information to write his/her notes on the board exactly as he/she wrote them on the paper. Have the students describe how he/she took the notes so fast and accurately and what abbreviations and symbols were used.

#### **TEACHING STRATEGIES**

- A. Discuss the importance of using abbreviations in taking good notes.
  1. Distribute Study Sheet (8-1). Ask for a volunteer to read the introduction and examples.
  2. Have students complete the first column in Exercise 1 aloud, taking turns.
  3. Ask students to finish the second column independently, in class. They are to share their answers when finished.
  4. Ask students to complete Exercise 2 independently. Ask for 3 volunteers to put their answers on the board.
  5. Distribute Study Sheet (8-2). Point out how companies and organizations are easily abbreviated.
  6. Have students complete this study sheet in groups of 2 or 3. Reward the group which has the most correct answers.
- B. Discuss the importance of using symbols in taking good notes.
  1. Distribute Study Sheet (8-3).
  2. Complete this study sheet together to ensure that students have correct answers to use.
  3. Have students use this study sheet as a key and place it in their notebook for easy reference.

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**CONCLUSION/REVIEW**

Distribute Study Sheet (8-4). Have each student move about the room finding other students who can write the word for the symbols or abbreviations on the card. In each square the student will write the word and sign his/her name. Each student may only sign 3 squares on each card. (Adjust this based on the number of students in your class.) The student whose card is correctly completed first is the winner. (Award a simple prize.)

Name \_\_\_\_\_

Date \_\_\_\_\_

## USING ABBREVIATIONS DURING NOTETAKING

Saving time by using abbreviations is effective because it's easy to do. There is no memorization. Two of the more common ways of abbreviating are using the first few letters and leaving out the vowels of words as you write them down.

Examples:

<u>Word</u>	<u>Abbrev.</u>	<u>Word</u>	<u>Abbrev.</u>
English	Eng.	test	tst.
computer	comp.	backyard	bkyd.
government	gov.	school	schl.

### Exercise 1

**Directions:** Here are some typical words that you may put in your notes. For each word, write an abbreviation. \*Remember, your notes are for you. Make sure the abbreviation that you use allows you to recognize the word later when you are rereading your notes.

- |                  |                |
|------------------|----------------|
| President _____  | homework _____ |
| October _____    | notebook _____ |
| Washington _____ | month _____    |
| language _____   | read _____     |
| definition _____ | library _____  |
| biology _____    | problem _____  |
| algebra _____    | Texas _____    |
| vocabulary _____ | chapter _____  |

**Exercise 2**

**Directions:** Think about words that you use over and over when taking notes or when filling in your Homework Agenda. Write the word down and then write an abbreviation for it. The first one is done for you.

<u>Frequently Used Word</u>	<u>Abbreviation</u>
1. page (or pages)	pg. or pp.
2.	
3.	
4.	
5.	
6.	

Name \_\_\_\_\_

Date \_\_\_\_\_

### ADDITIONAL ABBREVIATIONS/ACRONYMS

Sometimes you can use an abbreviation or acronym for multiple words.

Example: United States of America — USA  
Central Intelligence Agency — CIA

#### Exercise 1

**Directions:** See if you can write the meaning for each acronym.

1. FBI \_\_\_\_\_
2. IRS \_\_\_\_\_
- 3 NFL \_\_\_\_\_
4. PBS \_\_\_\_\_
5. MTV \_\_\_\_\_
6. NRA \_\_\_\_\_
7. NBC \_\_\_\_\_
8. USC \_\_\_\_\_

#### Exercise 2

**Directions:** Write an acronym for these organizations and sayings.

9. International Business Machines \_\_\_\_\_
10. North Atlantic Treaty Organization \_\_\_\_\_
11. Irmo High School \_\_\_\_\_
12. United States Air Force \_\_\_\_\_
13. Cable News Network \_\_\_\_\_
14. grade point average \_\_\_\_\_
15. also known as \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

## USING SYMBOLS

A symbol is a mark that represents something. Symbols are time saving when you take a lot of notes. Here are some examples of common symbols. Use these carefully and consistently. It may be a good idea to place this Symbol KEY in the front of your binder or agenda for reference.

**Directions:** Fill in the explanation for these symbols.

<u>Symbol</u>	<u>Explanation</u>
1. #	_____
2. ≠	_____
3. =	_____
4. @	_____
5. w/	_____
6. w/o	_____
7. \$	_____
8. Q or ?	_____
9. X	_____
10. %	_____
11. >	_____
12. <	_____
13. ¶	_____
14. e.g.	_____

Study Sheet (8-3)

<u>Symbol</u>	<u>Explanation</u>
15. b/c	_____
16. & or +	_____
17. 2	_____
18. *, ✓	_____
19. **, ✓✓	_____
20. [], (),	_____
21. →	_____
22. ↑	_____
23. ↓	_____
24. • • •	_____
25. 1/2	_____

Name \_\_\_\_\_

Date \_\_\_\_\_

**ABBREVIATIONS & SYMBOLS  
BINGO**

w/	%	2	∴	C.N.N.
*, ✓	¶	chap.	Nov.	\$
def.	#	FREE	&	h.w.
prob.	N.A.T.O.	↓	Q or ?	alg.
≠	AZ	w/o	@	e.g.