

Speed Writing in Lectures

Keeping up with fast talking instructors is a universal challenge for college students. Below are 8 strategies to speed notetaking in class and increase chances of getting valuable lecture information in notes. As you practice using these 8 strategies for speed writing, the pace at which you record notes will increase and you will have more time to listen.

Use Symbols To Replace Words

Examples

<u>Symbol</u>	<u>Word that is replaced</u>	<u>Symbol</u>	<u>Word that is replaced</u>
=	equal	>	greater than, more than
≠	does not equal	<	less than
& or +	and	\$	dollars, money, value, cost
w/	with	vs	versus, against, opposed
w/o	without	^	increasing, improving, rising
*	important	∨	decreasing, worsening, falling
**	very important	c	hundred
#	number	m or k	thousand

Use Abbreviations Instead Of Whole Words

Examples

<u>Abbreviation</u>	<u>Word that is replaced</u>	<u>Abbreviation</u>	<u>Word that is replaced</u>
eg	for example	psych	psychology
mx	maximum	cond	condition
mn	minimum	exp	experience
dept	department	subj	subject
ed	education	gly	glycolysis
id	identify	micro	microbiology

Use First Syllables Instead Of Whole Words

Examples

<u>First Syllable</u>	<u>Word that is replaced</u>	<u>First Syllable</u>	<u>Word that is replaced</u>
pol	politics	sys	system
bio	biology	env	environment
eng	engineering	org	organism
carc	carcinogenic	rela	relationship
comp	comparison, compare	chem	chemical

Use First Letters Instead Of Whole Words

Examples

<u>First Letter</u>	<u>Word that is replaced</u>
M	metamorphosis
C	capitalism
D	determinism
G	government
D	democracy

Omit Vowels From Words

Examples

<u>Vowelless Word</u>	<u>Word that is replaced</u>	<u>Vowelless Word</u>	<u>Word that is replaced</u>
bkgnd	background	cnsnt	constant
estmt	estimate	isltn	isolation
rdng	reading	frdm	freedom
prprd	prepared	lrn	learn
prblm	problem	smmry	summary

Use a "g" Instead on "ing" or "n" Instead of "tion"

Examples

<u>Word Ending</u>	<u>Word that is replaced</u>	<u>Word Ending</u>	<u>Word that is replaced</u>
distractn	distracti <u>o</u> n	natn	nati <u>o</u> n
orderg	orderi <u>o</u> ng	compromisg	compromisi <u>o</u> ng
maintaing	maintaini <u>o</u> ng	regulatg	regulati <u>o</u> ng
bldg	buildi <u>o</u> ng	conventn	conventi <u>o</u> n
consitutn	constituti <u>o</u> n	segregatn	segregati <u>o</u> n

Use numbers and letters to replace syllables

Examples

<u>Shortened Word</u>	<u>Word that is replaced</u>	<u>Shortened Word</u>	<u>Word that is replaced</u>
cooper8	cooperate	oper8	operate
methio9	methionine	4est	forest
cre8	create	nfatu8	infatuate
42n8	fortunate	2way	two-way
4n	foreign	cson	season
b4	before	n2ition	intuition

Condense by recording only key words

Example lecture:

Today we are going to talk about Behavioral Learning Theories of which there are three. In general, Behavioral Theories focus on observable behavior. One theory of learning based on behavior is Pavlovian Conditioning or Classical Conditioning. This involves a reflexive response associated with a new stimulus. For example, a reflexive response of a dog when he sees food is to salivate. In Classical Pavlovian Conditioning, we can teach a dog to salivate when a bell rings, a new stimulus, by teaching a dog to associate a ringing bell with food.

Another Behavioral Learning Theory is Observational Learning. This occurs when behavior is imitated by another. This behavior is easily seen in children as they imitate parental behavior whether it is desired behavior or not. For example, if children hear parents swear in a moment of anger, it is not unusual to hear children add those words to their burgeoning vocabulary.

A third Behavioral Learning Theory is called Operant Conditioning. This involves taking a voluntary response, desired behavior, and strengthen it using reinforcements. Potty training a child as an example. Parents will praise a child, offer candy or other rewards to encourage repeated toilet use.”

Example of this lecture condensed in notes:

3 Behav. Lrng theories

Pavlovian/Classical – assoc. Reflexive resp. w/ new stim.

Ex – dog salivates when hears bell = assoc. w/food

Observational – imitate others we see.

Ex. – dad swears and son picks it up.

Operant – volun. resp. (desired behav.) strengthen w/ rein.

Ex – toilet training

You get better at that which you practice. If you practice not doing these behaviors, you will get better at that, also.