

• Use common abbreviations and develop your own. Be consistent. For example:

w/	with
w/o	without
+	and
<u>±</u>	more or less
=	equals
	does not equal
<	less than
>	greater than
	increase(s)
	decrease(s)
	therefore
e.g. or ex	example
vs.	versus, against
#	number, pounds
@	approximately
etc.	and so on
avg.	average

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