

I. Punctuation marks and proof reading symbols

,	comma
;	semicolon
:	colon
.	full stop
-	dash
!	exclamation mark
?	interrogation or doubt
-	hyphen; as in knick-knack
'	apostrophe; as in Peter's pence
()	parenthesis or circular brackets
[]	brackets or square brackets
{ }	brace, to enclose two or more lines
“ ”	quotation marks
#	paragraph
+	plus, the sign of addition
-	minus, the sign of subtraction
±	plus-minus
x	the sign of multiplication
÷	sign of division
%	percent
=	equal, the sign of equality
≠	not equal to
≈	almost equal to
∞	infinity
>	greater than
≥	greater-than or equal to
<	less than
≤	less-than or equal to
√	square root
€	Euro
£	Pound
\$	Dollar
₹	Rupee
©	Copyright
®	Registered
™	Trademark
@	At the rate
°	degree
*	asterism, used to call attention to a particular passage
∴	because
∴	therefore

II. Standard abbreviations relating to weights, Measures and calendar

Weights and Measures

B	Billion
C	Celsius
Cc	cubic centimeter
Cm	centimeter(s)
Cu	Cubic
Cwt	hundred weight
Gal	gallon(s)
G	gram(s)
Gr	grain(s)
Ha	Hectare
Kg	Kilogram
Km	kilometre(s)
L	litre(s)
M	metre/mile/million(s)
Mg	milligram(s)
Mm	millimetre(s)
Mt	metric tonne
Q	quintal(s)
Sq	Square
T	tonne(s)
Temp	Temperature
µg	Microgram
µl	Microliter

Calendar

AD	Anno Domini
am	ante meridiem
Apr	April
Aug	August
BC	Before Christ
cal	Calendar
cent	Century
d	Date
Dec	December
Feb	February
Fri	Friday
hr(s)	hour(s)
Jan	January
Jul	July
June	June
m	minute(s)
Mar	March
May	May
Mon	Monday
Nov	November
Oct	October
pa	per annum
pm	post meridiem
s	Second
Sat	Saturday
Sept	September
Sun	Sunday
Thurs	Thursday
Tues	Tuesday
Wed	Wednesday
yr(s)	year(s)