

Abbreviations and Acronyms

What is an acronym?

You probably already know a lot of acronyms, such as **NASA** (National Aeronautics and Space Administration) and **FBI** (Federal Bureau of Investigations). Acronyms are words which are formed from the first letters (initials) of other words. They are pronounced as their short forms rather than their actual full form.

Write the full words for these business acronyms:

1. **AOB** (at the end of a business meeting) _____
2. **HQ** (the centre of operations) _____
3. **CEO** (top company executive) _____
4. **GDP** (a measure of an economy) _____
5. **AGM** (a meeting for shareholders) _____
6. **VAT** (tax paid on goods and services) _____
7. **USP** (how a company distinguishes itself) _____
8. **PLC** (a form of business organisation) _____
9. **HR** (personnel department) _____
10. **p.a.** (every year) _____
11. **PA** (a working helper) _____
12. **IOU** (promise to pay back) _____
13. **asap** (with no delay) _____
14. **ROI** (profit from an activity) _____
15. **M.B.A.** (a qualification) _____

Write the full words for these general acronyms:

16. **BBC** (UK's state owned media) _____

17. **NATO** (defence pact) _____

18. **JFK** (an airport and US president) _____

19. **n/a** (when no answer is relevant) _____

20. **PTO** (at the bottom of a page) _____



Too many
acronyms?



What is an abbreviation?

Abbreviations are shortened spellings of words and expressions we use every day. They are all around us, from titles such as Mr. Mrs. and Dr. to street signs e.g. Rd for road and St for street.

Write the full word for the following abbreviations:

1. **Ave** _____ (part of an address)
2. **Prof.** _____ (title)
3. **hon.** _____ (title)
4. **Ltd.** _____ (a form of business organisation)
5. **Assn.** _____ (organization with a particular purpose)
6. **Est.** _____ (founded or formed)
7. **Fig.** _____ (graphic or diagram)
8. **Mt.** _____ (e.g. Everest)
9. **Sq.** _____ (geometrical shape)
10. **Vs** _____ (against an opposition)
11. **Rev.** _____ (clergyman)
12. **Sr.** _____ (higher ranking or older)
13. **Jr.** _____ (lower ranking or younger)
14. **No.** _____ (e.g three, four, five)
15. **attn.** _____ (to say who a letter is for)
16. **encl.** _____ (sent in an envelope)
17. **dept.** _____ (section of a company)
18. **corp.** _____ (a form of business organisation)
19. **Inc.** _____ (a form of business organisation)
20. **mins.** _____ (a unit of time)

Teacher. Translator. Voice Artist.

Match the following abbreviations and acronyms with their meaning:

- | | |
|----------|--|
| 1. i.e. | a) and so on |
| 2. e.g. | b) read the info but you don't need to reply |
| 3. re. | c) after midday |
| 4. a.m. | d) by proxy |
| 5. p.p. | e) in other words |
| 6. et al | f) in the year of our Lord |
| 7. ca. | g) and others |
| 8. C.V. | h) see, by way of comparison |
| 9. cf. | i) job application document |
| 10. A.D. | j) approximate date/year |
| 11. PS | k) before midday |
| 12. etc. | l) copy to someone else |
| 13. cc | m) for example |
| 14. p.m. | n) extra information at the end of a letter |
| 15. FYI | o) regarding /about |

Note that cf. has one full stop, while e.g. has two. Why is that?

cf. is the abbreviation of one word (it derives from the Latin verb *conferre*)

e.g. is the abbreviation of two words (it derives from the Latin phrase *exempli gratia*)