

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) Any other business
2. **HQ** (the centre of operations) headquarters
3. **CEO** (top company executive) chief executive officer
4. **GDP** (a measure of an economy) gross domestic product
5. **AGM** (a meeting for shareholders) annual general meeting
6. **VAT** (tax paid on goods and services) value-added tax
7. **USP** (how a company distinguishes itself) unique selling point
8. **PLC** (a form of business organisation) public limited company
9. **HR** (personnel department) human resources
10. **p.a.** (every year) per annum
11. **PA** (a working helper) personal assistant
12. **IOU** (promise to pay back) I owe you
13. **asap** (with no delay) as soon as possible
14. **ROI** (profit from an activity) return on investment
15. **M.B.A.** (a qualification) Master of Business Administration

Write the full words for these general acronyms:

16. **BBC** (UK's state owned media) British Broadcasting Corporation
17. **NATO** (defence pact) North Atlantic Treaty Organisation
18. **JFK** (an airport and US president) John Fitzgerald Kennedy
19. **n/a** (when no answer is relevant) not applicable
20. **PTO** (at the bottom of a page) please turn over



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** avenue (part of an address)
2. **Prof.** professor (title)
3. **hon.** honours (title)
4. **Ltd.** limited liability (a form of business organisation)
5. **Assn.** association (organization with a particular purpose)
6. **Est.** established (founded or formed)
7. **Fig.** figure (graphic or diagram)
8. **Mt.** mount (e.g. Everest)
9. **Sq.** square (geometrical shape)
10. **Vs** versus (against an opposition)
11. **Rev.** reverend (clergyman)
12. **Sr.** senior (higher ranking or older)
13. **Jr.** junior (lower ranking or younger)
14. **No.** number (e.g three, four, five)
15. **attn.** attention (to say who a letter is for)
16. **encl.** enclosed (sent in an envelope)
17. **dept.** department (section of a company)
18. **corp.** corporation (a form of business organisation)
19. **Inc.** incorporated (a form of business organisation)
20. **mins.** minutes (a unit of time)

Match the following abbreviations and acronyms with their meaning:

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