

Abbreviations

E. Mirova, 302

Abbreviation is a *shortened* form of a word or phrase. It's a result of clipping *initial* letters.



U
nited
K
ingdom



S
hort
M
essage
S
ervice



N
orth
A
tlantic
T
reaty
O
rganisation

Why do we use abbreviations?



It's a good way to save time;



The tempo of life is increasing;



in work, travel, business communication and correspondence, as well as in many other areas of our lives.

Abbreviations

Initial

Acronym

Initial abbreviation

- The first type of abbreviation is initial abbreviation (also called *alphabetical*), where the first letter of each word is used to form the final abbreviation. They are read as *individual letters*.



Very
Important
Person

Examples of initial abbreviations:



Unidentified
Flying
Object



Frequently
Asks
Questions



World
Wide
Web



Bavarian
Motor
Works



Great
Britain



Federal
Bureau
of
Investigation



Music
Television



Do
Not
Disturb



Personal
Computer


Acronym abbreviation

- Secondly, there is a type of abbreviation we call **Acronym**. In this case the first letters from each word actually *form another word*.
- Here you will notice that not all of the first letters are used. Often the word “**and**” is left out of the formula.
- This rule mostly applies to **conjunctions** and **prepositions**.

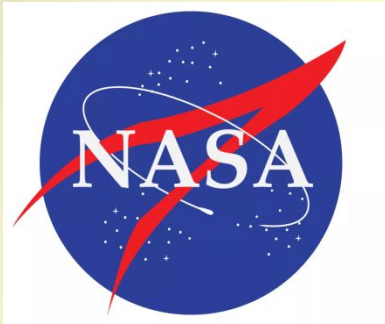


United Nations Educational, Scientific And Cultural Organization

What is the difference between an initialism and an acronym?

- The difference is *the pronunciation* 
- In an initialism, you pronounce every letter (like BBC - British Broadcasting Corporation)
- In an Acronym it is said like a regular word (like Scuba - /'sku:bə/ self-contained underwater breathing apparatus)
- They are formed the same way, but said differently.

Here are some more examples of acronyms.



National
Aeronautical
and
Space
Administration



Radio
Detection
And
Ranging



the
World
Health
Organization



The
Federation
of
International
Football
Associations

JPEG

Joint
Photographic
Experts
Group

Frequently used abbreviations:

- **DOB** – date of birth, one of the most common English abbreviations found on official forms and documents.
- **ASAP** – as soon as possible, something your boss might add to the end of an email when she wants you to finish that report as quickly as you can.



- **BRB** – If you're chatting to someone online, or via whatsapp or similar, and you need to take a sudden call or make a quick trip to the bathroom, this is the abbreviation to use, as it tells the other person that you'll *be right back*.
- **BTW** – by the way. This is a common online abbreviation. 'By the way' is used to introduce a topic to the conversation that is not directly related to what is being said but which the speaker has just remembered. A good synonym is 'incidentally'.

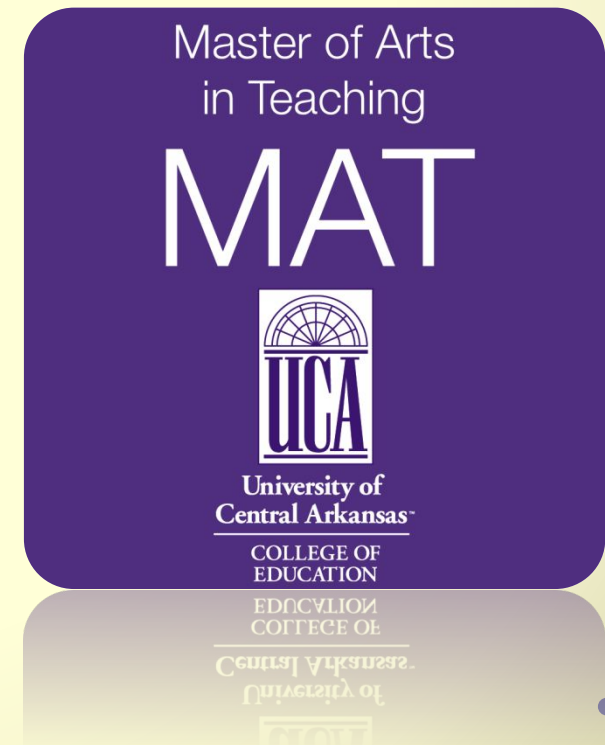


- **IMO** – in my opinion, another common internet abbreviation. You'll also see IMHO, which can mean either **in my honest** or **in my humble opinion**.
- **PTO** – If you see this at the bottom of a document, make sure you follow the instruction to **please turn over** and read the other side.
- **TL;DR** – **too long; didn't read**. This is used on internet discussion forums when someone has posted something longwinded and verbose.



Educational Degrees and Job Titles

- BA - Bachelor of Arts
- BS - Bachelor of Science
- MA - Master of Arts
- M.PHIL or MPhil - Master of Philosophy
- JD - Juris Doctor
- DC - Doctor of Chiropractic
- PA - Personal Assistant
- MD - Managing Director
- VP - Vice President
- SVP - Senior Vice President
- EVP - Executive Vice President
- CMO - Chief Marketing Officer
- CFO - Chief Financial Officer
- CEO – Chief Executive Officer



Internet Chat

- **ACE** - a cool experience
- **AD** - awesome dude
- **AFAIK** - as far as I know
- **AFK** - away from keyboard
- **ANI** - age not important
- **CUL** - see you later
- **CWYL** - chat with you later
- **IIRC** - if I recall/remember correctly
- **IQ** - ignorance quotient
- **LOL** - laugh-out-loud
- **NP** - no problem
- **ROFL** - rolling on the floor laughing
- **TY** - thank you
- **WC** - wrong conversation



Thank you for your attention!

