

ABBREVIATION

Definition of *abbreviation* (according to Merriam-Webster Dictionary)

1: a shortened form of a written word or phrase used in place of the whole word or phrase

"Amt" is an *abbreviation* for "amount".

"USA" is an *abbreviation* of "United States of America".

2: the act or result of abbreviating something: ABRIDGMENT

I know you would not be satisfied with an *abbreviation* of its contents, and you shall have the whole, save, perhaps, a few passages here and there of merely temporary interest to the writer
...— Anne Brontë

Synonyms for *abbreviation*: abridgment (or abridgement), bowdlerization, condensation, digest

WHAT IS AN ABBREVIATION?

An *abbreviation* is a shortened form of a written word or phrase. Abbreviations may be used to save space and time, to avoid repetition of long words and phrases, or simply to conform to conventional usage.

The styling of abbreviations is inconsistent and arbitrary and includes many possible variations. Some abbreviations are formed by omitting all but the first few letters of a word; such abbreviations usually end in a period: *Oct.* for *October*, *univ.* for *university*, and *cont.* for *continued*. Other abbreviations are formed by omitting letters from the middle of the word and usually also end in a period: *govt.* for *government*, *Dr.* for *Doctor*, and *atty.* for *attorney*. Abbreviations for the names of states in the U.S. are two capitalized letters, e.g., *AR* for *Arkansas*, *ME* for *Maine*, and *TX* for *Texas*.

Acronyms are abbreviations formed from the initial letters of an expanded phrase and usually do not include periods: *PR* for *public relations*, *CEO* for *chief executive officer*, and *BTW* for *by the way*. Some acronyms are pronounced as words: *FEMA* for *Federal Emergency Management Agency* and *NATO* for *North Atlantic Treaty Organization*. Although some people assert that all acronyms not pronounced as words, such as *EPA* for *Environmental Protection Agency*, be referred to as *initialisms*, the term *acronym* is in fact applied to both.

WHAT'S THE DIFFERENCE BETWEEN AN ABBREVIATION AND AN ACRONYM?

Some people are unsure of whether to call *ASAP* or *appt* abbreviations or acronyms.

Both *abbreviation* and *acronym* are used to refer to a shortened form, but an acronym is a shortened form of a phrase and is usually made up of the initial letters of that phrase. For example, *NATO* comes from "North Atlantic Treaty Organization," and *ASAP* comes from "as

soon as possible." Abbreviations, on the other hand, can be shortened forms of words or phrases, and need not necessarily be made up of the initial letters of either. *ASAP* and *appt* (for *appointment*) are both considered abbreviations, but only *ASAP* is an acronym. Acronyms are a type of abbreviation.

INITIALISM

Definition of *initialism* (according to Merriam-Webster Dictionary)

An abbreviation formed from initial letters

Acronym is a fairly recent word, dating from the 1940s, although acronyms existed long before we gave them that name. The term was preceded in English by the word *initialism*, meaning an abbreviation formed from the initial letters of a phrase, and which has been in use since the late 19th century.

Some people feel strongly that *acronym* should only be used for terms like *NATO*, which is pronounced as a single word, and that *initialism* should be used if the individual letters are all pronounced distinctly, as with *FBI*. However, research shows that *acronym* is commonly used to refer to both types of abbreviations.

DEFINITION OF INITIALISM BY IVY WIGMORE

An initialism is an abbreviation formed from the first letter -- the initial -- of each of the words in a term.

Initialisms are very common in information technology. API (for application-program interface), BCI (for brain-computer interface) and CAE (for computer-aided engineering) are just a few of the many examples.

The term *initialism* is often used as a synonym for acronym. However, although initialisms can be acronyms (and vice-versa) there are some abbreviations that belong in just one category or the other.

Strictly speaking, an acronym can be pronounced as a word. By that definition, GUI (for graphical user interface), which is usually pronounced as *gooey*, is an acronym as well as an initialism but GPU (for graphics processing unit) is just an initialism.

Similarly, some acronyms are made from the parts of multiple words rather than initials, which means that they don't qualify as initialisms.

Although some authorities, including Merriam-Webster, maintain that the terms can be used interchangeably, others insist that they be differentiated.

ACRONYM

Definition of acronym (according to Merriam-Webster Dictionary)

A word (such as *NATO*, *radar*, or *laser*) formed from the initial letter or letters of each of the successive parts or major parts of a compound term.

An **acronym** is a word or name formed from the initial components of a longer name or phrase. Acronyms are usually formed from the initial letters of words, as in *NATO* (*North Atlantic Treaty Organization*), but sometimes use syllables, as in *Benelux* (short for *Belgium, the Netherlands, and Luxembourg*). They can also be a mixture, as in *radar* (*RAdio Detection And Ranging*).

Acronyms can be pronounced as words, like *NASA* and *UNESCO*; as individual letters, like *FBI*, *TNT*, and *ATM*; or as both letters and words, like *JPEG* (pronounced *JAY-peg*) and *IUPAC*.

The broader sense of *acronym*—the meaning of which includes terms pronounced as letters—is sometimes criticized, but it is the term's original meaning and is in common use. Dictionary and style-guide editors are not in universal agreement on the naming for such abbreviations, and it is a matter of some dispute whether the term *acronym* can be legitimately applied to abbreviations which are not pronounced "as words", nor do these language authorities agree on the correct use of spacing, casing, and punctuation.

WHAT IS THE DIFFERENCE BETWEEN AN ACRONYM AND AN INITIALISM?

Both acronyms and initialisms are made up of the first letter or letters of the words in a phrase. The word *acronym* typically applies when the resulting thing can be read as a word; for example, *radar* comes from "radio detection and ranging" and *scuba* comes from "self-contained underwater breathing apparatus." The word *initialism* only applies when the resulting thing is read as an abbreviation; for example *DIY*, which comes from "do it yourself," is pronounced by saying the names of the letters. Note that the word *acronym* is also sometimes used to mean "initialism."

WHAT IS THE DIFFERENCE BETWEEN AN ACRONYM AND AN ABBREVIATION?

An acronym is a kind of abbreviation. Abbreviations can be shortened forms of any kind. For example, *appt* is an abbreviation of *appointment*, and *ASAP* is an abbreviation of *as soon as possible*. *ASAP*, however, also qualifies as an acronym because it is made up of the initial letters of the phrase it comes from: *as soon as possible*.

IS OK AN ACRONYM?

OK is technically an acronym. It comes from the phrase "oll korrect," a humorous alteration of "all correct."

17. ANALOGY, ERROR ANALYSIS, ABBREVIATIONS, ACRONYMS AND INITIALISM

ANALOGY

Definition of analogy (according to Merriam-Webster Dictionary)

- 1 a: a comparison of two otherwise unlike things based on resemblance of a particular aspect
- b: resemblance in some particulars between things otherwise unlike: SIMILARITY
- 2: inference that if two or more things agree with one another in some respects they will probably agree in others
- 3: correspondence between the members of pairs or sets of linguistic forms that serves as a basis for the creation of another form
- 4: *evolutionary biology* : correspondence or similarity in form or function between parts (such as the wings of birds and insects) of unrelated or distantly related species that is the result of convergent evolution

SOME COMMON ANALOGY TYPES & ANALOGY EXAMPLES

1. Opposites Analogies

Opposites are exactly as the word suggests, things that are opposite to each other. This is a common analogy type which you will encounter fairly often and since words have only one opposite this is a pretty straightforward type which does not leave much room for discussion.
Examples: crying & laughing, fire & water, question & answer, etcetera.

2. Object and Classification Analogies

Objects can be given a classification, a group of objects to which they belong. Most objects can even be classified to several different groups as shown in the example in which a knife is classified as kitchenware or as weapon. In analogy test questions both are completely legitimate. This can provide multiple correct solutions to a problem however most analogy tests are multiple-choice so in the answers only one correct classification should be given. *Examples: knife & kitchenware, knife & weapon, red & color, pants & clothing, etcetera.*

3. Object and Related Object Analogies

As shown the words mentioned in the example are all related to each other in some way or another. Be careful not to confuse this type of analogy with the "things that go together" analogy type which is described below. The related object in this "object and related object" analogy is an obvious relation however the objects are not inseparably intertwined to one another like for example a knife and a fork. The objects in this analogy type have a relation to one another however the correct relation should be determined by looking at the concerning question and answers. Examples: cat & kitten, plant & seed, dog & puppy, etcetera.

4. Object and Group Analogies

These are objects which form a specifically named group when several are put together. A several wolves together form a pack, several trees a forest etc.. Examples: wolf & pack, tree & forest, seagull & flock

5. Degrees of a Characteristic Analogies

The "degrees of a characteristic" relation in analogies can best be explained by looking at an example. Lets use the warm and hot from below. One degree higher than warm can be hot, another degree higher could be burning. We can also go the other way around like from cold to freezing. This analogy type mostly consists of adjectives but this does not always have to be the case like the flat to skyscraper example depicts. Examples: flat & skyscraper, tired & exhausted, warm & hot, cold & freezing

6. Cause and Effect Analogies

The similarity in these types of analogies derives from the cause on one side and its indisputably connected effect on the other side. From spinning you'll be dizzy, from fire you'll get burned etc.. Be careful not to mix this type up with the effort and result analogy which is discussed below, since for the "cause and effect" analogy type you do not have to put in an extra effort to obtain the result. If you spin you'll get dizzy whether you like it or not, this is a side effect of spinning since you will not likely to spin just to become dizzy. Examples: spin & dizzy, fire & burn, read & learn, etcetera.

7. Effort and Result Analogies

The difference between this analogy type and "cause and effect" type, which is explained above, is the fact that for the effort and result connection an actual effort has to be made. If you put your hand in fire it will burn without effort. A painting on the contrary has to be painted and painting is an effort somebody has to perform and it has to be performed in a certain way. Examples: paint & painting, build & house, write & letter.

8. Problem and Solution Analogies

Some problems have very obvious solutions like for example if you have an itch(problem) you can scratch(solution) to solve that problem. These problems and solutions are gratefully used in word analogy problems. Examples: *itch & scratch, unemployment & job application, tired & sleep.*

9. Verb Tenses Analogies

This are exactly as the word says a type of analogy in which two tenses of a verb are analogous to two of the same tenses of another verb. This is a pretty simple and easy recognizable types. Examples: *walk & walked, eat & ate, sent & send, etcetera.*

10. Performer and action Analogies

This is again a very straightforward analogy type which is based on taking two sets of performers and their corresponding actions. The relation between a painter and to paint is the same as the relation between a soldier and to fight. Examples: *painter & paint, soldier & to fight, scientist & to research.*

11. Object and part of the whole Analogies

Be careful not to confuse this type of analogy with the object and group analogy which is described above. The difference derives from the fact that in the object and part of a whole relation the "object" is not automatically the "whole" when lots of the objects are brought together. For example glass and window match the description of object and part of a whole, but glass could just as easily match light bulb so the glass will only be a light bulb if you process it in certain ways. Examples: *brick & wall, glass & window, glass & light bulb, page & book.*

12. Object and Function Analogies

Some objects have designated functions which are inseparably connected to the concerning object like for example you use a keyboard for typing and a telephone for calling. These relations are often used in analogy test problems. Examples: *keyboard & to type, telephone & to call, paintbrush & to paint.*

13. Object and Location Analogies

In this relation objects are designated to their most logical location. This is not always strictly defined e.g. a tree can be in the forest but it can just as easily be in the park. You will have to find the correct answer again by carefully analyzing the analogy problem and its possible solutions. Examples: *plane & hangar, dog & doghouse, tree & forest.*

14. Things That Go Together Analogies

Some objects like for example salt and pepper are indisputably connected to each other. These "sets" of objects are gratefully used in modern verbal analogies. Examples: *salt & pepper, statue & socket, fork & knife.*

15. Rhyme Analogies

Rhyme comes in lots of different shapes and is used sometimes in word analogies. Keep in mind that not only the standard perfect rhymes can be used but also other types like syllabic rhyme or half rhyme can be encountered. We are not going to discuss all possible types of rhyme. The rhyme analogy problem provided it is no basic rhyme type can be a very hard analogy to encounter. Examples: *deer & steer, red & rod, glasses & mosses.*

WHAT IS AN ANALOGY?

An analogy is something that shows how two things are alike, but with the ultimate goal of making a point about this comparison.

The purpose of an analogy is not merely to show, but also to explain. For this reason, an analogy is more complex than a simile or a metaphor, which aim only to show without explaining. (Similes and metaphors can be used to make an analogy, but usually analogies have additional information to get their point across.)

What Is an Example of an Analogy?

Consider this analogy, meant to communicate futility:

"What you're doing is as useful as rearranging deck chairs on the Titanic."

Here, the speaker is using a simile to compare the task being done to the task of rearranging deck chairs on the Titanic. But, the ultimate goal is not just to compare one task to another, it is to communicate that the first task is useless—by comparing it to a similarly useless task, such as rearranging deck chairs on a ship that famously sank into the sea on its maiden voyage.

2 DIFFERENT TYPES OF ANALOGY

In writing, there are two predominant types of analogies:

1. 1. Analogies that identify identical relationships. The modern word "analogy" actually comes from the ancient Greek word for "proportionality," and Greek scholars used analogies to directly illustrate similar relationships between two pairs of words, often for the purpose of logical argument. These analogies take the form "A is to B as C is to D." An example of an analogy that identifies an identical relationship is "Black is to white as

on is to off." In this example, the relationship between black and white (that they're antonyms, or opposites) is exactly comparable to the relationship between on and off (on and off are also opposites).

2. Analogies that identify shared abstraction. This type of analogy compares two things that are technically unrelated, in order to draw comparisons between an attribute or pattern they share. For instance, consider the analogy, "Raising children is like gardening—nurture them and be patient." This example compares the pattern that is similar in both raising children and gardening. This type of analogy is useful in writing because it can help make abstract ideas (like raising children) more concrete by drawing on readers' background knowledge of familiar images (like gardening).

HOW DO YOU WRITE A GOOD ANALOGY?

In writing, analogy can be useful to explain an unfamiliar concept or idea. Using an analogy to link this idea to something that is familiar can help the reader better comprehend what you're trying to say. It's also a catchy and clever way to help get a point across. To write a good analogy, keep these points in mind:

- 1. Try to create easy-to-understand imagery. If you're trying to explain to your reader how one thing is similar to another, you have to make sure the example you're using is common and easily understood. The point of an analogy is to encourage deeper thought, and that won't work if the readers are unfamiliar with the image you're conjuring.
- 2. Work to compare and contrast. Think about the idea you're trying to get across. When trying to find something commonplace to compare it to, think about possible connections between the two things—both similarities and differences. Which evokes the most powerful image? Which will be able to set up the comparison the clearest?
- 3. Think of ways to inspire. The best analogies both explain and inspire. As a literary device, an analogy is a powerful way to communicate a message. However, it can also turn an idea into a vivid image in the reader's mind that will stick long after they've finished reading.

TWO EXAMPLES OF ANALOGY IN LITERATURE

Both of these analogy examples demonstrate the deft use of comparison to serve a higher purpose.

- 1. William Shakespeare, *Romeo and Juliet* (1597). "What's in a name? That which we call a rose, by any other word would smell as sweet. So Romeo would, were he not

Romeo called." Here, Shakespeare is using Juliet's words to compare Romeo to a rose. The implication is that in her eyes, Romeo's last name doesn't change who he is, or what he is—the same way that calling a rose by any other name doesn't change its intrinsic characteristics.

Analogies can also be less logical, instead trying to create a mood with the comparison:

- 1. George Orwell, "A Hanging" (1931). "They crowded very close about him, with their hands always on him in a careful, caressing grip, as though all the while feeling him to make sure he was there. It was like men handling a fish which is still alive and may jump back into the water." Here, Orwell makes a comparison between a dead man and a fish. What he is trying to evoke is not a new idea, but a sense of the supernatural, by suggesting that at any moment the man could come back to life and wriggle out of the crowd's hands.



WHAT IS THE DIFFERENCE BETWEEN ANALOGY, SIMILE, AND METAPHOR?

While analogies, similes, and metaphors are closely related because they are all used to compare different things, here are some tips to help you distinguish between these three figures of speech:

1. A **simile** is saying something is like something else. For example, "Life is like a box of chocolates."
2. A **metaphor** is often poetically saying something is something else. For example, "Life is a box of chocolates."
3. An **analogy** is saying something is like something else to make some sort of explanatory point. For example, "Life is like a box of chocolates—you never know what you're gonna get."

You can use metaphors and similes when creating an analogy. A simile is a type of metaphor. All similes are metaphors, but not all metaphors are similes.



More Examples:

1. "Life is like a box of chocolates—you never know what you're going to get." — **Forrest Gump**
2. "People are like stained-glass windows. They sparkle and shine when the sun is out, but when the darkness sets in, their true beauty is revealed only if there is a light from within." — **Elisabeth Kübler-Ross**

3. "What sunshine is to flowers, smiles are to humanity. These are but trifles, to be sure; but scattered along life's pathway, the good they do is inconceivable."
— Joseph Addison
4. "Just as music is noise that makes sense, a painting is colour that makes sense, so a story is life that makes sense."
— Yann Martel, Beatrice and Virgil
5. "If you want to make beautiful music, you must play the black and the white notes together."
— Richard Nixon
6. "truth, like gold, is to be obtained not by its growth, but by washing away from it all that is not gold."
— Leo Tolstoy