

COMMON ABBREVIATIONS AND CONTRACTIONS

An abbreviation is a short form of a word. Full stops are usually used with abbreviations e.g. A. D. However, those abbreviations which can be pronounced as a word don't have full stops between them e.g. NARO. Metric units also have full stops between them e.g. cm, kg, mm, etc...

Abbreviations which are commonly used in letter writing:-

A.D.	_____	In the year of Our Lord (Anno Domini) latin
Ag	_____	Acting
a. m.	_____	Before noon (ante meridian) latin
Ave.	_____	Avenue
B.C.	_____	Before Christ
CO.	_____	Company
C.O.D.	_____	Cash on delivery
Cr.	_____	Credit
Dr.	_____	Doctor
G.P.O	_____	General Post Office
I.O.U	_____	I owe you.
Ltd.	_____	Limited.
Messrs	_____	Gentlemen (messieurs)
Mrs.	_____	Missus/missis
Mr.	_____	Mister
Ms	_____	Miz
N.B.	_____	Note carefully
No.	_____	Number
P.P.	_____	on behalf of
p.m.	_____	Afternoon (post meridian) Latin
P.O.	_____	Post Office
P.S.	_____	Written after (post-script)
R.I.P	_____	Rest in Peace

GENERAL POST OFFICE



ABBREVIATIONS

P.T.O.	please turn over
R.S.V.P.	reply if you can please (Repondez - s'il vous plait)
Rd.	road
Ref.	reference
St.	Saint/street.
w.e.f.	with effect from
w.p.	weather permitting
Viz.	namely (videlicet) latin
Via	by way of, through

GENERAL ABBREVIATIONS

abbr.	abbreviation.
a/c	account
assn.	association.
asst.	assistant
c/o	care of
B.Sc.	Bachelor of Science
B.A.	Bachelor of Arts
c.	Centigrade
cf.	Compare
do	the same
doz	dozen
deg.	degree
dept.	department
D.V.	God willing (Deo volente)
ea. (@)	each
e.g.	exempt grata (for example)
esp.	especially
e.t.c	et cetera (and so on) <i>and many other</i>
fig.	figure
FIFA	Federation of International Football Association
GMT	Greenwich Mean Time.
Gov't.	Government

Hon.	honourable
i.e.	that is (id est) Latin
jr.	junior
lab.	laboratory
M.P.	member of parliament
Mt.	mountain
Neg.	negative
O.K.	all correct (okay)
O.B.	old boy
O.G.	old girl
P.S.V.	public service vehicle (van)
Qr.	quarter
Rev.	reverend
Sec.	secretary
Sq.	square
Vs.	versus
X-mas	Christmas
Yr.	Year
Y.M.C.A.	Young men's christian association.
Y.W.C.A.	Young women's christian association.
PAYE	pay as you earn.
VAT	value added tax.
EU	European Union
PTA	parents and teachers' association.
O.A.U.	Organisation of African Unity.
COMESA	Common market for eastern and southern africa.
TIN	Tax identification number

I am Rev. Sam Bokello



MILITARY ABBREVIATIONS

ADC	aide de camp
APC	Armoured personnel carrier.
Brig.	brigadier
Capt.	captain

Don't worry, this is a superior APC

I can see an armoured personnel carrier



ABBREVIATIONS

Col.	colonel
Gen.	general
GPMG	general purpose machine-gun
Cpl	corporal
LMG	light machine-gun
Lt.	lieutenant
Maj.	major
NCO	non commissioned officer
O.C	officer in charge
Pte	private
RPG	rocket propelled grenade
Sgt	sergeant
SMG	sub machine gun

RPG



A rocket propelled grenade

LOCAL ABBREVIATIONS

A.G	Attorney General
C.A.A.	Civil Aviation Authority
C.D.A	Coffee Development Authority
C.D.O	Cotton Development Organisation
C.P	Conservative Party.
CBS	Central Broadcasting Service
C.A.O	Chief Administrative Officer
D.P	Democratic Party.
FUFA	Federation of Uganda Football Association
N.C.S	National Council of Sports
L.C	Local Council
I.G.G	Inspector General of Government
NARO	National Agricultural Research Organisation.
PAP	Poverty Alleviation Programme

URA	Uganda Revenue Authority
UHRC	Uganda Human Right Commission
NCC	National Council for Children.
TASO	The Aids Support Organisation
RDC	Resident District Commissioner
UWESO	Uganda Women's Effort to Save Orphans
ITEK	Institute of Teacher Education Kyamboago
NRM	National Resistance Movement
P.L.E	Primary Leaving Examination
P.S.	Permanent Secretary
VOT	Voice Of Toro
U.P.E	Universal Primary Education.
ISO	Internal Security Organisation.
ESO	External Security Organisation.
NEMA	National Environment Management Authority
UNEBC	Uganda National Examination Board.
UMA	Uganda Manufacturers' Association

METRIC ABBREVIATIONS

cm	centimetre
g	gramme
kg	kilogramme
L	litre
m	metre
mm	millimetre

DAYS OF THE WEEK

Sun.	Sunday
Mon.	Monday
Tue.	Tuesday
Wed.	Wednesday
Thu.	Thursday

URA	Uganda Revenue Authority
UHRC	Uganda Human Right Commission
NCC	National Council for Children.
TASO	The Aids Support Organisation
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Ought not _____ oughtn't

Do not _____ don't

Would not _____ wouldn't

Should not _____ shouldn't

O'er _____ over

O'clock _____ of the clock

Where're _____ wherever

that is _____ that's

there is _____ there's

they will _____ they'll

we have _____ we've

You will _____ you'll

You are _____ you're

Let us _____ let's

All is _____ all's



PUPIL'S TASK 63

1. Abbreviate the following words.

- a) Thursday : _____
- b) August : _____
- c) Mistress : _____
- d) Limited : _____
- e) Gentlemen : _____
- f) Afternoon : _____
- g) Please turn over: _____
- h) Road : _____
- i) By way of : _____
- j) That is : _____

2. Write the following in full.

- a) U.N.E.B : _____
- b) M.P : _____
- c) B.C : _____
- d) U.P.E : _____

EXERCISES

10. Handwriting pupils are good to sit next to.
 11. Obooth cheated his nephew.
 12. That girl's mother is a giant.
 13. He was a nice Emperor.
 14. We lack a poet like Okot.
 15. How many princesses has the king got?
 16. He is a backselor.
 17. That book has no author!
 18. It was eaten by a lion.
 19. We have a female head teacher.
 20. I don't have brothers.
- Change all masculines nouns into feminine nouns.**
21. The cow attacked the boy.
 22. The instructor was an actor.
 23. The bride was late.
 24. Our governor is a hero.
 25. The wizard spoke to the Patron.

WORDS WITH SIMILAR MEANING

abandon — leave
 abundant — plenty
 acute — sharp
 accused — blamed
 affectionate — loving
 aid — help
 ally — friend
 amazement — wonder
 ancient — old
 assemble — gather
 astonish — surprise



join — unite
 just — honest
 lean — thin
 mad — insane
 marsh — swamp
 maximum — most
 minimum — least
 modern — new
 narrate — tell
 necessary — essential
 odour — smell

big _____ huge
 blank _____ empty
 bright _____ intelligent
 broad _____ wide
 caution _____ warn
 circular _____ round
 choose _____ select
 coarse _____ rough
 commence _____ begin
 conceal _____ hide
 constable _____ policeman
 constant _____ continuous
 conversation talk
 courageous _____ brave
 cunning _____ sly
 custom _____ habit
 dear _____ expensive
 deceive _____ cheat
 decrease _____ reduce
 difficult _____ hard
 disease _____ sickness
 disorder _____ confusion
 earn _____ gain
 educate _____ teach
 enemy _____ foe
 enough _____ sufficient
 entire _____ whole
 feeble _____ weak
 glance _____ look
 greeted _____ saluted
 halt _____ stop
 initiate _____ copy
 intention _____ purpose



omen _____ sign
 option _____ choice
 profit _____ gain
 prohibited _____ forbidden
 prompt _____ quick
 powerful _____ strong
 poor _____ needy
 pretty _____ beautiful
 protect _____ guard
 purchase _____ buy
 rank _____ position
 ready _____ alert
 remedy _____ cure
 reveal _____ show
 roam _____ wander
 robust _____ strong
 rule _____ govern
 rude _____ impolite
 safe _____ secure
 silent _____ speechless
 slender _____ slim
 spread _____ scatter
 stranger _____ foreigner
 stubborn _____ obstinate
 suitable _____ appropriate
 tested _____ tried
 thrust _____ push
 vacant _____ empty
 wealth _____ rich(es)
 yearly _____ annually
 heroic _____ brave

