

NAME _____

DATE _____

ABBREVIATIONS

Replace the abbreviations with complete words.

- 1 **12/7/99** means _____ 1999 in Britain, but it means _____ 1999 in America.
- 2 **#24** and **No. 24** both mean _____ **24**.
- 3 **Attn** means that a letter is for the _____ of a particular person.
- 4 An American firm's name may be followed by **Corp.** (_____) or **Inc.** (_____) or **LLC** (_____).
- 5 If you buy something by Internet in the United States, it may not include **VAT** (_____), and it may arrive in a small **pkg** _____.
- 6 At the end of a business letter you may see the abbreviations **c.c.** (_____) **enc.** or **encl.** (_____).
- 7 In an email your colleague may write **FYI** (f.y.i.) _____.
- 8 If you are running late for a meeting your boss may ask you for your **ETA**: _____ of _____.
- 9 On a website you can visit the **FAQ** page to see what other website visitors have asked. _____.
- 10 If you are the "big boss" of a company you are the _____.
- 11 The first three months of a fiscal (financial) year _____; the last three months _____.
- 12 On an application form, if a question does not concern you, you can write _____/_____.
- 13 If you work for a **manufacturing** company you can write _____.
- 14 If you are hired to work full-time for a limited period of time, you are a _____ worker.
- 15 Formal letter to a woman that you do not know: Dear _____ Johnson.
- 16 Which **dept.** _____ do you work in?
- 17 The **min.** _____ **qty.** _____ that you can purchase is 7 **lbs.** _____.
- 18 Finish this quiz **ASAP** _____ and return to **HQ** _____.

What do these abbreviations stand for?

¥ _____ £ _____ \$ _____ € _____

B2B _____ to _____

B2C _____ to _____

PR _____ QC _____

R&D _____ and _____