# NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Abbreviations

**Replace the abbreviations with complete words.**

|  |  |  |  |
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| **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 **lnc.**  ( \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_) 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_