

Name _____

Unit 6 CAPITALIZATION, PUNCTUATION, AND SPELLING

Lesson 44: Abbreviations (pp. 200–203)

Remember

An **abbreviation** is a short way of writing a word. Many abbreviations begin with a capital letter and end with a period.

Read each item below. Follow the directions in parentheses to change it. Use capital letters and periods correctly.

1. Post Office Box 608

P.O. Box 608

(Use an abbreviation.)

2. Doctor Fern Saunders

Dr. Fern Saunders

(Use an abbreviation.)

3. 14 Bridge Street

14 Bridge St.

(Use an abbreviation.)

4. Friday, August 16

Fri., Aug. 16

(Use two abbreviations.)

5. Fresno, California 93703

Fresno, CA 93703

(Use an abbreviation.)

6. Closed: Sunday and Monday

Closed: Sun. and Mon.

(Use two abbreviations.)

7. Kennedy Boulevard

Kennedy Blvd.

(Use an abbreviation.)

8. Mr. Edward Thomas North

Mr. Edward T. North

(Change the middle name to an initial.)

9. Ms. Roberta Adele Rivera

Ms. R. A. Rivera

(Change the first and middle names to initials.)

10. Birmingham, Alabama 35204

Birmingham, AL 35204

(Use an abbreviation.)