

Name _____

Unit 6 CAPITALIZATION, PUNCTUATION, AND SPELLING

Lesson 48: Abbreviations (pp. 216–219)

Remember

An **abbreviation** is a short form of a word that begins with a capital letter and ends with a period. Use most abbreviations only in special kinds of writing, such as addresses. An **initial** is an abbreviation of a first or middle name. An initial is written as a capital letter followed by a period. State names used with ZIP codes have two-letter abbreviations. Capitalize both letters, but don't use periods

Follow the directions in parentheses to change each item. Write the item using capital letters and periods correctly.

1. Harrison Arnold Bellman

H.A. Bellman

(Use two initials.)

2. 421 Maple Avenue

421 Maple Ave.

(Use an abbreviation.)

3. Doctor Melissa Valdes

Dr. Melissa Valdes

(Use an abbreviation.)

4. Open Monday-Saturday, 9-6

Open Mon.-Sat., 9-6

(Use two abbreviations.)

5. September 23, 2009

Sept. 23, 2009

(Use an abbreviation.)

6. Mister Arnold William Johnson

Mr. Arnold W. Johnson

(Use an initial and an abbreviation.)

7. 3176 Route 34

3176 Rt. 34

(Use an abbreviation.)

8. Richard Albert Carron Corporation

Richard A. Carron Corp.

(Use an initial and an abbreviation.)

9. Post Office Box 1326

P.O. Box 1326

(Use an abbreviation.)

10. Ms. Mathilda Crosley Prestwick

Ms. M. C. Prestwick

(Use two initials.)