Do you know them?
Commonly Used Abbreviations for Job Ads

What are abbreviations?

Abbreviations are shortened forms of words. They are often used in newspaper ads to save space

There are a few different ways abbreviations are formed.

#	Formation	Examples
1	Remove vowels from a word and only use the consonants (all or some of the consonants may be used)	• between → btwn. • weekend → wknd. • wanted → wtd.
2	Use the first few letters of the word	• negotiable → neg. • certified → cert.
3	Use the first letter of each word to represent compound words (can be separated by a period (.), a slash (/), or nothing)	• words per minute → w.p.m. • part-time → P/T • air conditioner → AC
4	Use a period at the end of the abbreviation (common, but not necessary)	• experience → exp. • experience → exp

Directions: Complete each row with the correct word or the appropriate abbreviation.

Abbreviation	Word
1. aft.	
2. approx.	
3. asst.	
4. btwn.	
5. cert.	
6. c/l	
7. co.	
8. eve.	
9. exp.	
10. d/l	
11. f/t or F/T	
12. hr	
13. immed.	
14. incl.	
15. info	

Abbreviation	Word
16.	minimum
17.	necessary
18.	Part-time
19.	permanent
20.	phone
21.	position
22.	preferred
23.	references
24.	required
25.	temporary
26.	with
27.	Week / work
28.	Words per minute
29.	wanted
30	year

LIVEWORKSHEETS