

# 99 Abbreviations and short forms

## A Abbreviations

|                 |                                                                                                                                    |            |                                                                                                                                             |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>asap inf</b> | = <i>as soon as possible</i>                                                                                                       | <b>IQ</b>  | = <i>intelligence quotient</i> : a way of measuring how intelligent sb is<br><b>intelligence</b> the ability to understand, learn and think |
| <b>ATM</b>      | = <i>Automatic Teller Machine</i> : a cash machine                                                                                 | <b>ISP</b> | = <i>internet service provider</i> : e.g. AT&T, Comcast                                                                                     |
| <b>CV</b>       | = <i>curriculum vitae</i> : (from Latin) a formal list of your education or work experience that you need when you apply for a job | <b>IT</b>  | = <i>information technology</i> : the study or use of computers and electronic equipment                                                    |
| <b>DIY</b>      | = <i>do-it-yourself</i> : making, painting or repairing things in your house yourself                                              | <b>PC</b>  | = <i>personal computer</i>                                                                                                                  |
| <b>EU</b>       | = <i>the European Union</i> : A union is a group of people or countries that have joined together.                                 | <b>PE</b>  | = <i>physical education</i> : sport and exercise done at school as a subject                                                                |
| <b>FAQ</b>      | = <i>frequently asked questions</i> (used in writing)                                                                              | <b>PIN</b> | = <i>Personal Identification Number</i> : You use this with a bank or credit card, for example.                                             |
| <b>ID inf</b>   | = <i>identity</i> : a document that shows who you are; <b>ID card</b>                                                              | <b>VIP</b> | = <i>very important person</i> : sb who is famous or important                                                                              |

**PIN** is pronounced as the word *pin*, but most abbreviations are pronounced as individual letters, e.g. **BBC** is pronounced 'b-b-c'. It **stands for** the British Broadcasting Corporation.

### 1 Complete the abbreviations.

- ▶ I didn't like **PE** when I was at school.
- 1 If you use an **AT** ....., you'll need your ..... **IN**.
- 2 If you apply for a job, send in a **C** .....
- 3 I've got all the data for the project on my **P** .....
- 4 We're expecting a visit from a **VI** .....
- 5 My brother is clever and has a very high **I** .....
- 6 He's good with computers: he works in **I** .....
- 7 Are you any good at **DI** ..?
- 8 You may have to show your **I** ..... to the police.
- 9 How many countries are there in the ..... **U**?
- 10 I need the information **asa** .....
- 11 An **IS** ..... provides customers with access to the internet.
- 12 'How do I fix my mobile?' is a common **FA** ..... on the internet.

### 2 What do these abbreviations stand for?

- ▶ EU The European Union
- 1 ID .....
- 2 VIP .....
- 3 DIY .....
- 4 IQ .....
- 5 asap .....
- 6 ISP .....
- 7 PIN .....
- 8 IT .....
- 9 FAQ .....

### 3 Answer the questions using the correct abbreviation.

- ▶ What's Comcast? It's an ISP.
- 1 Do you need this stuff quickly? Yes, .....
- 2 How can you prove who you are? .....
- 3 Where can I get cash? .....
- 4 What do I send if I apply for a job? .....
- 5 What are Germany, France and Italy all members of? .....
- 6 What do you sometimes need when you use your debit card in a shop? .....
- 7 What subject at school involves sport? .....
- 8 Did you paint this room yourself? ~ No, I'm not good at .....



### TEST YOURSELF

## B Short forms

These short forms are used in spoken and informal written English. They are more common than the longer forms, which are more formal, e.g. **flu** is more common and less formal than **influenza**.

| Short form | Full form / Meaning                                                                                                                         | Short form      | Full form / Meaning                                                                     |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------|
| ad, advert | advertisement                                                                                                                               | lab inf         | laboratory (a special room where scientists work)                                       |
| bike       | bicycle                                                                                                                                     | maths           | mathematics                                                                             |
| blog       | weblog a personal record sb puts on their website saying what they do or what they think about sth                                          | photo           | photograph                                                                              |
| deli       | delicatessen a shop or part of a supermarket that sells cooked meat and cheese, and special or unusual food that comes from other countries | plane           | aeroplane                                                                               |
| exam       | examination                                                                                                                                 | pop (music)     | popular music                                                                           |
| (the) flu  | influenza <i>formal</i> an illness like a cold but more serious                                                                             | pub             | public house <i>formal</i> a place where you can buy and drink alcohol and meet friends |
| fridge     | refrigerator                                                                                                                                | TV<br>telly inf | television                                                                              |
| gym        | gymnasium a room or building with equipment for physical exercise                                                                           | uni             | university                                                                              |
| info       | information                                                                                                                                 | vet             | veterinary surgeon a doctor for animals                                                 |

### 4 Cover the table, then give short forms for these words.

- |                      |            |                |                  |
|----------------------|------------|----------------|------------------|
| ▶ gymnasium          | <u>gym</u> | 5 photograph   | 10 delicatessen  |
| 1 veterinary surgeon |            | 6 university   | 11 laboratory    |
| 2 popular music      |            | 7 information  | 12 weblog        |
| 3 influenza          |            | 8 public house | 13 advertisement |
| 4 aeroplane          |            | 9 mathematics  | 14 examination   |

### 5 Complete the dialogues with shortened words from the table.

- ▶ Did you have your camera with you in the mountains? ~ Yes, I took some photos.
- 1 Do you still want to get a job? ~ Yes, I'm just looking at some \_\_\_\_\_ now.
- 2 Do you fancy a drink at the \_\_\_\_\_ tonight? ~ Well, I was planning to watch the \_\_\_\_\_.
- 3 How are you? ~ I feel awful. I think I've got \_\_\_\_\_.
- 4 Has Juno finished school now? ~ Yes, she's going to \_\_\_\_\_ next year to study Maths.
- 5 Is Stef still working on his fitness? ~ Yes, he goes to the \_\_\_\_\_ almost every day.
- 6 You don't like algebra, do you? ~ No, and I've got a \_\_\_\_\_ exam tomorrow.
- 7 Did you drive into town? ~ No, I went on my \_\_\_\_\_.
- 8 Did you take your cat to the \_\_\_\_\_? ~ Yes, we're waiting for test results from the \_\_\_\_\_.
- 9 Could you buy some Parma ham from the \_\_\_\_\_? ~ I got some earlier - it's in the \_\_\_\_\_.
- 10 Did you fly? ~ Yes, and it was a very small \_\_\_\_\_.
- 11 What do you need for the trip? ~ I need some more \_\_\_\_\_ about the transport system.
- 12 Do you often read this stuff? ~ Yes, there are some great \_\_\_\_\_ on the internet.

### 6 Do you know or can you guess the short forms of these words?

- |                    |              |                 |  |
|--------------------|--------------|-----------------|--|
| ▶ newspaper        | <u>paper</u> | 4 kilograms     |  |
| 1 telephone number |              | 5 celebrity     |  |
| 2 mobile phone     |              | 6 microchip     |  |
| 3 whiteboard       |              | 7 decaffeinated |  |



TEST YOURSELF