

EXERCISE 7

SIGLAS E ABREVIACÕES

ASAP = AS SOON AS POSSIBLE

TBC= TO BE CONFIRMED

FYI= FOR YOUR INFORMATION

TBA= TO BE ANNOUNCED

ETA=ESTIMATED TIME OF ARRIVAL

AKA= ALSO KNOWN AS

ASAP

1- PLEASE, REPLY THIS E-MAIL _____.

FYI

2- _____, THE MEETING HAS BEEN POSTPONED TO NEXT WEEK.

ETA

3- _____, OUR INTERNET CONNECTION WAS OFFLINE
FROM 10 PM UNTIL AFTER 2 AM.

ASAP

4- CAN I GET AN _____ ON THAT?

FYI

5- I NEED THE REPORT _____.

ETA

7- _____, TOMORROW'S STAFF MEETING IS SCHEDULED
FOR 10 AM.

ASAP

8- DESPITE MY BUSY SCHEDULE, MY BOSS NEEDED THE
PAPERWORK _____ BECAUSE THIS PROJECT WAS A PRIORITY.

FYI

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1- THAT IS A _____ APPOINTMENT.

2- I'M WRITING ABOUT THE CHIEF EXECUTIVE OFFICER (_____ THE CEO).

3- THE MEETING WILL BE TOMORROW?
-DATE IS _____.

4- THE NEW CELL PHONE WILL BE LAUNCHED SOON. DATE IS _____.