

A Abbreviations

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



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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 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 | |



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