

99) Abbreviations and short forms

A Abbreviations

asap inf	= <i>as soon as possible</i>	IQ	= <i>intelligence quotient</i> : a way of measuring how intelligent sb is
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; <i>ID card</i>	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 yourIN.
- 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 theU?
- 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	4 IQ
2 VIP	5 asap
3 DIY	6 ISP
	7 PIN

8 IT	9 FAQ
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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	gym	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	paper	4 kilograms
1 telephone number	5 celebrity
2 mobile phone	6 microchip
3 whiteboard	7 decaffeinated



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