

TIP

An abbreviation is the shortened form of a word that ends with a period. Most are spelled with the first letters of the word, as in company → co. Some are spelled with a combination of letters from the word, as in package → pkg. Others are spelled with letters not found in the original word, as in ounce → oz. and pound → lb.

LIST WORDS

1. govt.
2. pres.
3. dept.
4. co.
5. inc.
6. subj.
7. ed.
8. vol.
9. biog.
10. no.
11. ex.
12. vs.
13. pt.
14. qt.
15. oz.
16. lb.
17. mgr.
18. asst.
19. pkg.
20. mdse.

Spelling Practice

Abbreviations

Write a **list word** that is an abbreviation for the word given.

1. manager _____
2. incorporated _____
3. merchandise _____
4. versus _____
5. assistant _____
6. department _____
7. ounce _____
8. volume _____
9. subject _____
10. quart _____
11. number _____
12. biography _____
13. pound _____
14. company _____
15. government _____
16. example _____
17. package _____
18. pint _____
19. edition _____
20. president _____

Abbreviations

Write a **list word** that is the abbreviation for the underlined word in each sentence.

1. The tour guide showed us an example of a fossil. _____
2. We found information about England in volume 6 of the encyclopedia. _____
3. The first edition of a classic would be priceless. _____
4. Martin wants to work for the government when he graduates. _____
5. Dr. Tripp introduced us to her young assistant. _____
6. The delivery service left the package on our doorstep. _____
7. I bought a pint of milk to go with my lunch. _____
8. Carlos applied for a job at my aunt's company. _____
9. Have you read the biography of Amelia Earhart? _____
10. Seth was elected president of the student council. _____

Solve the Code

Use the code to find the **list words** that will complete the sentences. Write the **list words** on the lines.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
❧ ● ♡ + ♦ ↗ ♡ ▲ ☀ ♀ ■ ☒ + ☀ ☆ ↘ ♦ ☒ ☞ + ☒ * ☦ ☦

1. Is it true that an of prevention is worth a of cure?
 ❧ * ☒ ●
2. He is the of a printing company called Ink, .
 + ☡ ♡ ☦
3. The company softball game will feature the sales staff , the art .
 + ☒ + ♦ ☦
4. When you buy the , for the camping trip, can you include a 2- water bottle?
 + + ☒ ♦
5. George Washington has been the of a of books.
 ☒ → ● ☀ ☒ ☀ ☦ ☦

Spelling and Writing

Proofreading

The following made-up recipe has nine mistakes. Use the proofreading marks to fix each mistake. Then, write the misspelled **list words** on the lines.

Golden Coconut Bread

1/4 cup butter

1/4 cup milk

3 os. shredded coconut

1 pakg. yeast

3 cups flour

Mix ingredients together and cover. Set the bowl aside and allow the dough to rise. Then punch, knead, and push the dough. Put it in a loaf pan and bake for 1 hour.

(Recipe from *Breads vrs. Muffins*, Second edi., New Com., Valley Books, Inc., Anytown New York.)

1. _____ 2. _____

3. _____ 4. _____

5. _____

Proofreading Marks

- spelling mistake
- ^ add something
- ~ take out something

