

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 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 **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



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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 formal an illness like a cold but more serious	pub	public house formal a place where you can buy and drink alcohol and meet friends
fridge	refrigerator	TV	television
gym	gymnasium a room or building with equipment for physical exercise	telly inf	
info	information	uni	university
		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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