

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
♂	●	✿	+	✦	☞	✿	▲	☎	⊕	■	✉	⊕	☀	☆	☞	▼	✿	✂	■	➔	⊕	✕	✱	◇	✱

- Is it true that an of prevention is worth a of cure?
☆ ✱✉ ●
- He is the of a printing company called Ink, .
⊕ ✿ ✿☎ ☀ ✿
- The company softball game will feature the sales staff the art .
⊕ ✂⊕ ✦ ☞ ■
- When you buy the for the camping trip, can you include a 2- water bottle?
⊕ ⊕ ✂ ✦▼ ■
- 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 pkg. yeast

3 cups flour

Mix ingredients together and cover. Set the bowl bowl aside and allow the dough to 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

