

Module 6 Abbreviations

1. Match the abbreviations with the correct definition.

For example 1. m.p.h. - (e) miles per hour

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|--------------------------|-------------------------------|
| 1. m.p.h. | (a) per calendar month |
| 2. etc. (etcetera) | (b) as soon as possible |
| 3. i.e. (id est) | (c) and others |
| 4. e.g. (exempli gratia) | (d) per year |
| 5. R.R.P. | (e) miles per hour |
| 6. n.b. (nota bene) | (f) and other similar things |
| 7. esp. | (g) estimated time of arrival |
| 8. P.T.O. | (h) please reply |
| 9. A.S.A.P. | (i) for example |
| 10 VAT | (j) take special notice of |
| 11. R.S.V.P. | (k) in other words |
| 12. et. al. | (l) recommended retail price |
| 13. p.a. (per annum) | (m) including |
| 14. p.c.m. | (n) please turn over |
| 15. lb. (libra) | (o) pound (imperial weight) |
| 16. inc. | (p) value added tax |
| 17. ETA | (q) weight |
| 18. wt. | (r) especially |
| 19. nr. | (s) thousand |
| 20. k | (t) near |

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20



Cutting Edge Upper Intermediate Worksheet

2. Rewrite the following sentences using abbreviations where appropriate. The first has been done for you.

(1) The concert included works by Mozart and others.

Concert inc. works by Mozart et. al..

(2) Please take special notice of the change of my estimated time of arrival.

(3) Can you please reply to Mr and Mrs Convivial's invitation to dinner as soon as you can?

(4) The price of the television is exclusive of value added tax but it is still cheaper than the normal shop price.

(5) When you finish reading the first part of the contract please turn over and sign the declaration.

(6) We did not know the exact weight in kilograms as it was given in pounds on the bag.

(7) The salary is twenty-four thousand dollars a year which works out to two thousand dollars every calendar month.

(8) The speed limit in residential areas is normally thirty miles per hour but you might need to drive slower especially near schools

(9) The supermarkets are reducing the price of most items. For example, apples, oranges and other popular fruits have all been reduced by ten per cent.

(10) Hot drinks, that is to say coffee and tea, are available at the counter.



Module 6 Teacher's notes (To be used with p.71)

1. Please note the choice of full stops in the abbreviations is often dependent on the user.

1. m.p.h.	(e) miles per hour
2. etc. (etcetera)	(f) and other similar things
3. i.e. (id est)	(k) in other words
4. e.g. (exempli gratia)	(i) for example
5. R.R.P.	(l) recommended retail price
6. n.b. (nota bene)	(j) take special notice of
7. esp.	(r) especially
8. P.T.O.	(n) please turn over
9. A.S.A.P.	(b) as soon as possible
10 VAT	(p) value added tax
11. R.S.V.P.	(h) please reply
12. et. al.	(c) and others
13. p.a. (per annum)	(d) per year
15. p.c.m.	(a) per calendar month
15. lb. (libra)	(o) pound (imperial weight)
21. inc.	(m) including
22. ETA	(g) estimated time of arrival
23. wt.	(q) weight
24. nr.	(t) near
25. k	(s) thousand

2. Please note the answers given are only samples and other alternatives are possible.

(2) The concert included works by Mozart and others.

Concert inc. works by Mozart et. al..

(3) Please take special notice of the change of my estimated time of arrival.

N.B. change of ETA.

(4) Can you please reply to Mr and Mrs Convivial's invitation to dinner as soon as you can?

R.S.V.P. to (Mr + Mrs) Convivial's dinner invitation A.S.A.P..



Cutting Edge Upper Intermediate Worksheet

(5) The price of the television is exclusive of value added tax but it is still cheaper than the normal shop price.

T.V. price not inc. VAT but cheaper than R.R.P..

(6) When you finish reading the first part of the contract please turn over and sign the declaration.

P.T.O. + sign declaration after reading first part of contract.

(7) We did not know the exact weight in kilograms as it was given in pounds on the bag.

We didn't know exact wt. in kg as given in lbs..

(8) The salary is twenty-four thousand dollars a year which works out to two thousand dollars every calendar month.

Salary \$24k p.a. works out to \$2k p.c.m..

(9) The speed limit in residential areas is normally thirty miles per hour but you might need to drive slower especially near schools

Residential area speed limit normally 30mph but slower esp. nr schools.

(10) The supermarkets are reducing the price of most items. For example, apples, oranges and other popular fruits have all been reduced by ten per cent.

Supermarkets reducing price of most items. E.g. apples, oranges, etc. reduced by 10%.

(10) Hot drinks, that is to say coffee and tea, are available at the counter.

Hot drinks, i.e. coffee + tea, (available) at counter

