

## Abbreviations in Common Use

<b>cc</b>	Carbon copy	<b>PTO</b>	please turn over
<b>Hon.</b>	Honourable	<b>aka</b>	also known as
<b>Mr.</b>	Mister	<b>o'clock</b>	of the clock
<b>Mrs.</b>	mistress	<b>MC</b>	master of ceremonies
<b>Dr.</b>	Doctor	<b>Cent.</b>	century
<b>Prof</b>	Professor	<b>temp.</b>	temperature
<b>Rev/ Revd.</b>	Reverend	<b>a.m.</b>	before noon
<b>Cr.</b>	credit	<b>p.m.</b>	after noon
<b>e-mail</b>	electronic mail	<b>AD</b>	in the year of our Lord
<b>Sr./Snr.</b>	Senior	<b>BC</b>	before Christ
<b>Jr./ Jnr.</b>	Junior	<b>INRI</b>	Jesus of Nazareth King of the Jews
<b>St.</b>	Saint / street	<b>Viz</b>	namely
<b>yr.</b>	year	<b>via</b>	by way of/ through
<b>hr.</b>	hour	<b>P.A.Y.E.</b>	pay as you earn
<b>Fr.</b>	Father	<b>Tel.</b>	telephone number
<b>Pte.</b>	Private	<b>NB</b>	note well / note carefully
<b>Ltd.</b>	Limited	<b>Sch.</b>	School
<b>Rd.</b>	Road	<b>sth.</b>	something
<b>CD</b>	compact disc	<b>sb.</b>	somebody
<b>DVD</b>	digital versatile disc	<b>ok</b>	okay/ alright
<b>Av./ Ave.</b>	Avenue	<b>kg</b>	kilogram
<b>C.O.D.</b>	cash on delivery	<b>arr.</b>	arrival
<b>FAQ</b>	frequently asked questions	<b>dep.</b>	departure
<b>Col.</b>	Colonel	<b>cont.</b>	continued
<b>Brig.</b>	Brigadier	<b>WWW</b>	World Wide Web
<b>Lt./ Lieut.</b>	Lieutenant	<b>WAP</b>	wireless application protocol
<b>Gen.</b>	General	<b>SIM</b>	subscriber identification module
<b>Capt.</b>	Captain	<b>PO</b>	Post Office
<b>Maj.</b>	Major	<b>FM</b>	frequency modulation
<b>Maj. Gen.</b>	Major General	<b>doz.</b>	dozen
<b>Ag.</b>	Acting	<b>DJ</b>	disc jockey
<b>IOU</b>	I owe you	<b>HTTP</b>	Hyper Text Transfer Protocol
<b>SMS</b>	short message service	<b>kph</b>	Kilometres per hour
<b>ATM</b>	automated teller machine	<b>ID</b>	identity card
<b>CV</b>	curriculum vitae	<b>Rt.Hon.</b>	Right honourable
<b>VIP</b>	very important person	<b>nr.</b>	near
<b>Govt.</b>	Government	<b>o'er</b>	over

<b>Asst.</b>	Assistant		<b>FT</b>	full time
<b>Ref.</b>	reference		<b>AI</b>	first class
<b>Dept.</b>	Department		<b>cf</b>	compare
<b>i.e.</b>	that is		<b>PhD</b>	Doctor of Philosophy
<b>e.g.</b>	for example		<b>PSV</b>	public service vehicle
<b>etc.</b>	and so on		<b>mb</b>	megabyte
<b>A.O.B.</b>	any other business		<b>gb</b>	gigabyte
<b>w.e.f.</b>	with effect from		<b>kb</b>	kilobyte
<b>VPN</b>	virtual private network		<b>DMC</b>	dangerous mechanical condition
<b>OTT</b>	over the top		<b>Sec.</b>	Secretary
<b>p.</b>	page		<b>sec.</b>	second
<b>pp.</b>	pages		<b>ISBN</b>	International Standard Book Number
<b>p.p.</b>	on behalf of			
<b>Co.</b>	company			
<b>c/o</b>	care of			
<b>RSVP</b>	please reply			
<b>RIP</b>	rest in peace			
<b>PMO</b>	private motor omnibus			
<b>PS</b>	postscript			
<b>PTA</b>	Parent-teacher association			

## Contractions

### Write in the full

I'm

he's

she's

we're

you're

I've

We'd

She'd

I'll

They're

Doesn't

Didn't

Can't

Mustn't

Oughtn't

Don't

Won't

Shan't

**Write the full forms of the following abbreviations.**

1. pp.
2. cc
3. Mrs.
4. Dr.
5. Rev.
6. ref
7. Prof.
8. e-mail
9. PO
10. Mr.
11. Ps
12. I'd
13. Dec.
14. Cf
15. VPN