

# Common Abbreviations

Abbreviations are an excellent and necessary tool to use when you need to listen and take notes, whether you are in a classroom listening to a lecture, writing a test, in a meeting or seminar, or any other situation that will require a review of the information heard after you no longer have access to that information's source.

The easiest way to abbreviate words is to remove all the vowels, except for the first vowel if it begins the word. Or, you can keep the beginning, middle and ending letters of a word. Any way that works for you is a correct way to do it. However, if you will share your notes, keep in mind that others might not be able to interpret them as easily as you can. For that reason, there are some standard and universal abbreviations that most people should recognize. What follows is an extensive sampling of these.

## Business:

<b>Co</b> company	<b>Ltd</b> limited	<b>Inc</b> incorporated	<b>Corp</b> corporation
<b>std</b> standard	<b>acct</b> account	<b>Assoc</b> association	<b>accom</b> accommodation
<b>Bros</b> Brothers	<b>dept</b> department	<b>div</b> division	<b>trans</b> transport
<b>pkg</b> package	<b>qty</b> quantity	<b>exec</b> executive	<b>rec'd</b> received
<b>att/attn:</b> attention	<b>re:</b> regarding	<b>bal</b> balance	<b>Mfg</b> manufacturing/er
<b>sub</b> subtract	<b>comm</b> communication		

## Address:

<b>St</b> street	<b>Ave</b> avenue	<b>Bld</b> boulevard	<b>Rd</b> road
<b>Ln</b> lane	<b>Ct</b> court	<b>Cres</b> crescent	<b>Dr</b> drive
<b>Pkwy</b> parkway	<b>Hwy</b> highway	<b>Stn</b> station	

**Time/date:**

<b>Sun</b> Sunday	<b>Mon</b> Monday	<b>Tue</b> Tuesday	<b>Weds</b> Wednesday
<b>Thur</b> Thursday	<b>Fri</b> Friday	<b>Sat</b> Saturday.	<b>wk</b> week
<b>Jan</b> January	<b>Feb</b> February	<b>Mar</b> March	<b>Apr</b> April
<b>Jun</b> June	<b>Jul</b> July	<b>Aug</b> August	<b>Sept</b> September
<b>Oct</b> October	<b>Nov</b> November	<b>Dec</b> December	<b>yr</b> year
<b>sec</b> second	<b>hr</b> hour	<b>min</b> minute	<b>mo</b> month
<b>c</b> century			

**Measure:**

<b>ft</b> foot/feet (')	<b>in</b> inch(es)('')	<b>mi</b> mile	<b>yd</b> yard
<b>cu</b> cube	<b>sq</b> square	<b>doz</b> dozen	<b>vol</b> volume
<b>num</b> number	<b>x</b> times (2x=2times)		

**Grammar/books:**

<b>n</b> noun	<b>adj</b> adjective	<b>adv</b> adverb	<b>v</b> verb
<b>prep</b> preposition	<b>conj</b> conjunction	<b>par</b> paragraph	<b>pres</b> present
<b>pron</b> pronoun	<b>subj</b> subject	<b>sing</b> singular	<b>pl</b> plural
<b>ch</b> chapter	<b>ex</b> example	<b>fig</b> figure	<b>etc</b> etcetera
<b>intro</b> introduction	<b>conc</b> conclusion	<b>lit</b> literal	

### Miscellaneous:

<b>anon</b> anonymous	<b>cont</b> continued	<b>corr</b> correction	<b>int'l</b> international
<b>misc</b> miscellaneous	<b>pos</b> positive	<b>neg</b> negative	<b>incl</b> includes
<b>instr</b> instrument	<b>supp</b> supplement		

### Languages and subjects:

<b>biol</b> biology	<b>chem</b> chemistry	<b>Sc</b> science	<b>Eng</b> English
<b>Fr</b> French	<b>geog</b> geography	<b>eng</b> engineer(ing)	<b>geol</b> geology
<b>Gk</b> greek	<b>hist</b> history	<b>It</b> italian	<b>L</b> latin
<b>Sp</b> Spanish			

### Military

<b>Col</b> Colonel	<b>Gen</b> General	<b>Lt</b> Lieutenant	<b>Sgt</b> Sergeant
<b>Corp</b> Corporal	<b>Capt</b> Captain	<b>Cdr</b> Commander	<b>Adm</b> Admiral
<b>Maj</b> Major	<b>Pr</b> Private		

### People:

<b>Prof</b> professor	<b>Supt</b> superintendent	<b>Asst</b> assistant	<b>Pres</b> president
<b>Mr</b> mister	<b>rep</b> representative	<b>Mrs</b> missus	<b>Dr</b> doctor
<b>Mme</b> mademoiselle	<b>rev</b> reverend	<b>Jr</b> junior	<b>Sr</b> senior

# Common Acronyms

Acronyms are shortened versions of a name or a common expression used as a shortcut when they are clear and obvious enough. As with abbreviations, they are a good tool to use in note taking.

## Measures:

<b>g</b> gram	<b>L</b> liters	<b>kg</b> kilograms
<b>cm</b> centimeters	<b>V</b> volts	<b>km</b> kilometers
<b>db</b> decibels	<b>Hz</b> hertz	<b>W</b> watts
<b>ppm</b> parts per million	<b>IU</b> international unit	

## Technology:

<b>MB</b> megabyte	<b>KB</b> kilobyte	<b>GB</b> gigabyte
<b>FB</b> Facebook	<b>OS</b> operating system	<b>CD</b> compact disk
<b>GIF</b> Graphics Interchange Format	<b>CPU</b> central processing unit	<b>TB</b> terabyte
<b>JPEG</b> Joint Photographic Experts Group	<b>GPS</b> global positioning satellite	<b>DVD</b> digital video disc
<b>HTML</b> Hyper Text Markup Language	<b>Mbps</b> megabytes per second	<b>PDF</b> Portable Document Format
<b>RPM</b> revolutions per minute	<b>CPI</b> central processing unit	<b>IP</b> Internet Protocol
<b>MP3/4 Mpeg</b> Moving Picture Experts Group	<b>RAM</b> random access memory	<b>IBM</b> International Business Machines

**Government:**

<b>UN</b> United Nations	<b>MP</b> Member of Parliament	<b>DA</b> District Attorney
<b>PM</b> Prime Minister	<b>EU</b> European Union	<b>FM</b> Foreign Minister
<b>CIA</b> Central Intelligence Agency	<b>NSA</b> National Security Agency	
<b>FBI</b> Federal Bureau of Investigations	<b>KGB</b> <i>Komitet gosudarstvennoy bezopasnosti</i> (Soviet security agency)	
<b>USSR</b> Union of Soviet Socialist Republic	<b>NATO</b> North Atlantic Treaty Organization	
<b>NAFTA</b> North American Free Trade Agreement	<b>NASA</b> National Aeronautics and Space Administration	

**Business:**

<b>IPO</b> initial public offering	<b>R&amp;D</b> Research and Development	<b>POS</b> point of sale
<b>VAT</b> value added tax	<b>M&amp;A</b> mergers and acquisitions	<b>HQ</b> headquarter
<b>P&amp;H</b> postage and handling	<b>Q&amp;A</b> questions and answers	<b>APR</b> annual percentage rate
<b>QA/QC</b> quality assurance/control	<b>TBA</b> to be announced	<b>TBD</b> to be discussed
<b>cc</b> carbon copy	<b>Bcc</b> back carbon copy	<b>CV</b> curriculum vitae
<b>S&amp;H</b> shipping and handling	<b>COD</b> cash on delivery	<b>HR</b> Human Resources
<b>MSLP</b> manufacturer's suggested list price		<b>PO</b> ( <b>box</b> ) post office

## Academics:

<b>BSc</b> . Bachelor of Science	<b>MA</b> Master of Arts	<b>PhD</b> Doctorate
<b>MBA</b> Master of Business Administration	<b>BA</b> Bachelor of Art	<b>B</b> .Ed. education
<b>LLb</b> Bachelor of Law		

## Expressions:

<b>ASAP</b> as soon as possible	<b>RIP</b> rest in peace	<b>DIY</b> do it yourself
<b>FYI</b> for your information	<b>a.k.a.</b> also known as	<b>btw</b> by the way
<b>DUI</b> driving under the influence	<b>p.d.q.</b> pretty darn quick (fast)	<b>lol</b> laughing out loud
<b>brb</b> be right back	<b>imo</b> in my opinion	

## Organizations:

<b>YMCA</b> Young Men's Christian Association	<b>AA</b> Alcoholics Anonymous
<b>WHO</b> World Health Organization	<b>IMF</b> International Monetary Fund
<b>NGO</b> non-governmental organization	<b>NPO</b> non-profit organization

## Time:

<b>BC</b> Before Christ	<b>BCE</b> before the common era	<b>AD</b> Anno Domini ( <i>the year of our lord</i> )
<b>CE</b> common era	<b>EST</b> eastern standard time	<b>GMT</b> Greenwich mean time
<b>a.m.</b> ante meridiem	<b>p.m.</b> post meridiem	<b>°F</b> degree Fahrenheit
<b>°C</b> degree Celcius		

**Profession:**

<b>DDS</b> Doctor of Dental surgery	<b>JP</b> Justice of the Peace	<b>HMO</b> health maintenance organization
<b>CEO</b> chief executive officer	<b>RN</b> registered nurse	<b>MD</b> Doctor of Medicine
<b>CFO</b> chief financial officer	<b>COO</b> chief operating officer	
<b>CPA</b> chartered professional accountant	<b>CA</b> chartered accountant	

**Science/Health:**

<b>H<sub>2</sub>O</b> water (2hydrogen and 1oxygen)	<b>CO<sub>2</sub></b> carbon dioxide	<b>iv</b> intravenous
<b>UFO</b> unidentified flying object	<b>GM</b> genetically- modified	<b>BMI</b> body mass index
<b>AIDS</b> acquired immunodeficiency syndrome	<b>STD</b> sexually transmitted disease	<b>HIV</b> human immunodeficiency virus

**Symbols:**

<b>N/NE/NW</b> north/northeast/northwest	<b>NB</b> note bene	<b>PS</b> postscript
<b>i.e</b> . that is/in other words	<b>e</b> .g. for example	<b>™</b> trademark
<b>©</b> copyright	<b>®</b> registered	<b>¥</b> yen
<b>¢</b> cent	<b>£</b> pound	<b>%</b> percent(age)
<b>\$</b> dollar	<b>#</b> number	<b>€</b> euro
<b>&amp;</b> and	<b>&lt;</b> less than	<b>&gt;</b> more than
<b>=</b> equal to	<b>≠</b> not equal to, opposite	<b>@</b> at
<b>≈</b> approximately	<b>b<sup>4</sup></b> before	<b>l<sup>8</sup>r</b> later