

CHRISTINE
BURGMER



let's talk business

Abbreviations & Acronyms

ABBREVIATIONS + ACRONYMS

I would always recommend you to use plain English and to stop using abbreviations and acronyms, if you want to make it easy for your reader to understand you.

However, if you see an abbreviation or an acronym and don't know what it means, you might like to look at my collection here.

And what exactly is the difference between the two? Well, an **abbreviation** is a shortened form of a word or phrase (for example, *ad* for *advertisement*). An **acronym** is a word formed from the initial letters of a name (for example, AAA, from *American Automobile Association*)

@	at
AA	Automobile Association (a British organisation which provides services for car owners)
a/a	always afloat
AAA	American Automobile Association
a.a.r	against all risks
abbr.	abbreviation(s), abbreviated
ABS	anti-lock braking system
AC	alternating current (an electric current that changes direction at regular intervals many times a second)
a/c	1. account 2. air conditioning
Acad.	Academy
ACAS	(in Britain) Advisory, Conciliation and Arbitration Service. ACAS is an organisation that helps employers and employees settle disagreements.
ad	advert, advertisement
a/d	after date
A.D.	anno Domini (in the year of the Lord)
AGM	annual general meeting – an important meeting which the members of an organisation hold once a year in order to elect officers, discuss past and future activities and examine the accounts.
AK	Alaska
AL	Alabama
Alt.	altitude
a.m., am	from Latin 'ante meridiem' – between midnight and midday
AOB	any other business – the things that are discussed at the end of an official meeting that are not on the agenda
Apex	(BE) Advanced Purchase Excursion – a system that offers cheaper travel tickets when they are bought in advance
approx.	approximately
APR	annual percentage rate – the amount of interest a bank charges on money that it lends, calculated for a period of a year
AR	Arkansas
ARM	adjustable rate mortgage

arr.	1. (in writing) arrives 2. (music) (in writing) arranged by
art.	article
ASA	1. Advertising Standards Authority – an organisation in Britain which controls the standard of advertising 2. American Standards Association – used especially to show the speed of film – <i>a 400 ASA film</i>
asap	as soon as possible
ASCII	American Standard Code for Information Interchange - a standard code used so that data can be moved between computers that use different programs
Assn. or Assoc.	(in writing) Association
Asst	(in writing) Assistant – <i>Asst Manager</i>
ATM	automatic telling/teller machine – cash dispenser
attn.	(in writing) for the attention of
approx	approximately
ATV	all-terrain vehicle – a open motor vehicle with one seat and four wheels with very thick tyres, designed especially for use on rough grounds
AV	audio-visual
Ave.	(used in written addresses) Avenue
AWOL	absent without (official) leave
AZ	Arizona
B.A.	Bachelor of Arts – a first degree in an Arts subject
B&B	bed and breakfast
BBC	British Broadcasting Corporation – a national company which broadcasts television and radio programmes and which is paid for by the public and not by advertising
BBQ	barbecue
B.C.	before Christ
B/E	bill of exchange
BEd	Bachelor of Education – a first university degree in education
BIT	business information technology
B/L	Bill of Lading
BLT	bacon, lettuce and tomato – used to refer to a sandwich filled with this – <i>I'll have a BLT with mayonnaise</i>
Blvd.	(used in written addresses) boulevard
bn	(BE) billion
BO	body odour – an unpleasant smell from a person's body, especially of sweat
Br	British
Bros	(used in the name of a company) Brothers – <i>Warner Bros</i>
BS	1. (BE) Bachelor of Surgery – a university degree in medicine 2. British Standard – used on labels, etc. showing a number given by the British Standards Institution which controls the quality of products
B.Sc.	Bachelor of Science – a first university degree in science
BSE	bovine spongiform encephalopathy
B.S.I.	British Standards Institution
BST	British Summer Time

B2B	Business to Business
B2C	Business to Consumer
Btu	British thermal unit(s)
btw	by the way
C	1. Celsius, Centigrade 2. copyright 3. Century
c	cent(s)
CA	California
c.a.d.	cash against documents
CAD	computer-aided design
c.a.f.	cost, assurance, freight included
CAL	computer-aided learning
CALL	computer assisted language learning
Cal.	calorie(s)
CAM	computer-aided manufacturing
C.A.P.	Common Agricultural Policy
Capt.	captain
C&W	country and western
CB	Citizen's Band – a range of waves on a radio on which people can talk to each other over short distances – especially when driving
CBE	Commander (of the Order) of the British Empire – an award given in Britain to some people for a special achievement
CBI	Confederation of British Industry – an important organisation to which businesses and industries belong
cc	1. carbon copy 2. cubic centimetre(s)
CCTV	closed-circuit television
CD	1. compact disc 2. certificate of deposit
CD-ROM	compact disc read-only memory
CE	(in Britain) Church of England
CEO	Chief Executive Officer – the person with the highest rank in a business company
C.E.T.	Central European Time
cf.	compare, confer
c/f	carried over/forward
c.f., c & f	cost and freight
CFC	chlorofluorocarbon – a type of gas used especially in aerosols
CFO	Chief Financial Officer
C.G.T.	capital gains tax
ChB	Bachelor of Surgery
c.i., c & i	cost and insurance
C/I	certificate of insurance
CIA	Central Intelligence Agency
C.I.A:	cash in advance
CID	Criminal Investigation Department

c.i.f.	cost, insurance, freight included
c.i.f. & c.	cost, insurance, freight, commission
c.i.f.c. & i.	cost, insurance, freight, commission & interest
CIM	computer-integrated manufacturing
CIO	Chief Information Officer
CJD	Creutzfeldt-Jakob Disease
CKO	Chief Knowledge Officer
cl	centilitre
cm	centimetre(s)
CNN	Cable News network
CO	Colorado
co.	1. county 2. company
c/o	care of – used on letters to a person staying at somebody else's house
COD, cod	cash on delivery or AE collect on delivery – payment for goods will be made when the goods are delivered
C. of E.	Church of England
Col.	Colonel
col.	Column
con	conservative
COO	Chief Operating Officer
Corp.	Corporation
cos	cosine
c.o.s.	cash on shipment
cp	compare
CPA	certified public accountant
CPI	consumer price index
Cpl	Corporal
C.P.M.	cost per mille
C.P.T.	cost per thousand
CPU	central processing unit
CSE	(BE) Certificate of Secondary Education
CST	Central Standard Time
CTR	Connecticut
CTT	capital transfer tax
CV	curriculum vitae
C.W.O., cwo	cash with order
cwt	hundredweight
DA	District Attorney
D.A., d/a	documents against acceptance
D/A	deposit account
D.A.D.	documents against disposition
DAT	digital audio tape
dB	decibel
DC	direct current
D/C	documentary credit

DCC	digital compact cassette
DCI	(BE) Detective Chief Inspector
D.C.R.	domestic content requirement
DD	Doctor of Divinity
D/D	direct debit
DE	Delaware
Dec.	December
dept.	Department
d.f.	dead freight
DFE	Department for Education
Dg	decigram(s), decigramme(s)
Dip	diploma
Dip. Ed.	Diploma in Education
div	dividend
DIY	do-it-yourself
DJ	1. dinner jacket 2. disc jockey
dl	decilitre(s)
Dlit	Doctor of Letters
DM	1. Deutschmark 2. Doctor of medicine
Dmus	Doctor of Music
D/N	debit note
DNA	de(s)oxyribonucleic acid
DNF	did not finish
DNS	did not start
D.O.	delivery order
DOA	dead on arrival
d.o.b.	date of birth
doc	doctor
DOD	Department of Defense
DOE	Department of the Environment
Dol	dollar
DOS	disk operating system
DOT	Department of Transportation
doz	dozen
DP	data processing
d/p	documents against payment
Dphil	Doctor of Philosophy
DPP	Director of Public Prosecution
dpt	department
DQ	disqualified
Dr	doctor
DS	Detective Sergeant
DSc	Doctor of Science
DSS	Department of Social Security
DST	daylight saving time

DTI	Department of Trade and Industry
DTP	desktop publishing
DVLA	Driver and Vehicle Licensing Agency
D/W	dock warrant
E	east, eastern
e. & o.e.	errors and omissions excepted
E.C.	European Community
E.C.B.	European Central Bank
E.C.G.	export credit guarantee
ECJ	European Court of Justice
ECT	electroconvulsive therapy
ECU	European Currency Unit
ed	editor
EDI	electronic data interchange
EDP	electronic data processing
EDT	Eastern Daylight Time
EEC	European Economic Community
EEG	electroencephalogram
EENT	eye, ear, nose, and throat
EEOC	Equal Employment Opportunity Commission
EET	Eastern European Time
EFL	English as a Foreign Language
EFT	electronic funds transfer
EFTA	European Free Trade Association
EFTPOS	electronic funds transfer at point of sale
e.g., eg	exempli gratia – for example
EGA	enhanced graphics adapter
EGM	extraordinary general meeting
elec	electricity
ELT	English Language Teaching
EMS	European Monetary System
EMU	European Monetary Union
enc(s)	enclosure(s)
encl.	enclosure(s)
ENE	east-north-east
Eng Lit	English Literature
ENT	ear, nose and throat
EOC	Equal Opportunities Commission
E.O.M.	end of month
EP	extended play
EPA	Environmental Protection Agency
EPOS	electronic point of sale
EPROM	erasable programmable read only memory
E.P.S	earnings per (ordinary) share
ER	Elizabeth Regina
ERA	Equal Rights Amendment

ERM	exchange rate mechanism
ERNIE	Electronic Random Number Indicator Equipment
E.S.C.	Economic and Social Committee
ESE	east-south-east
ESF	European Social Fund
ESL	English as a Second Language
ESN	educational subnormal
esp.	especially
ESP	extrasensory perception
est	1. estimated 2. established
EST	Eastern Standard Time
ETA	estimated time of arrival
ET	Eastern Time
ETA	estimated time of arrival
et al.	et alii (and others)
ETV	Educational Television
EU	European Union
excl.	excluding
extrn	extension
F	1. Fahrenheit 2. first class
f	1. foot, feet 2. feminine
FA	Football Association
f.a.a.	free of all average
FAJ	Football Association of Ireland
FAQ	frequently asked questions
f.a.q.	fair average quality
f.a.s.	free alongside ship
f.b.h.	free on board at harbour
FBI	Federal Bureau of Investigation
FC	football club
FCA	free carrier
F & D	freight and demurrage
FDA	Food and Drug Administration
FDD	floppy disk drive
Feb	February
FED	Federal Reserve System
ff	following
F.F.A.	free from alongside
fgt.	freight
FHSA	Family Health Services Authority
FIFA	Federation of International Football Associations
FIFO	first in first out costing
f.i.o.	free in and out

FL	Florida
fl oz	fluid ounce(s)
FM	1. frequency modulation 2. foreign minister 3. field marshal
F.M.C.G.	fast-moving consumer goods
FO	Foreign Office
f.o.a.	free on aircraft
f.o.b.	free on board
f.o.c.	free of charge
f.o.d.	free of damage
FOIA	Freedom of Information Act
f.o.q.	free on quay
f.o.r.	free on rail
FOR	free on road
FORTTRAN	formula translator
f.o.s.	free on ship
f.o.t.	free on truck
f.o.w.	free on waggon
f.p.a.	free of particular average
Fr	1. Father 2. Friar
FRCP	Fellow of the Royal College of Physicians
FRCS	Fellow of the royal College of Surgeons
FRG	Federal Republic of Germany
Fri	Friday
frt. pp.	freight prepaid
ft	1. foot 2. feet
FT	Financial Times
FTC	Federal Trade Commission
FTP, ftp	file transfer protocol
FTSE	Financial Times Stock Exchange Index
FY	fiscal year
FYI	for your information
g	gram(s), gramme(s)
GA	Georgia
g..a., G/A	general average
GAAP	Generally Accepted Accounting Principles
GATT	General Agreement on Tariffs and Trade
GB	Great Britain
gbh	grievous bodily harm
GC	George Cross
GCE	General Certificate of Education
GCH	gas(fired) central heating

GCHQ	Government Communication Headquarters
GCSE	General Certificate of Secondary Education
Gdns	gardens
GDP	gross domestic product
GDR	German Democratic Republic
GED	general equivalency diploma
Gen	General
GHQ	General Headquarters
G.I.	government issue
Gib	Gibraltar
GIGO	garbage in, garbage out
Gk	Greek
GLC	Greater London Council
Gloucs	Gloucestershire
GM	1. genetically modified 2. George Medal
gm	gram(s), gramme(s)
GMAT	Graduate Management Admission Test
GMC	General Medical Council
gms	gram(me)s
GMT	Greenwich Mean Time
GNP	gross national product
GNVQ	General National Vocational Qualification
Gov.	governor
GNP	gross national product
GOC	General Officer Commanding
GOP	Grand Old Party
Gov	governor
govt	government
GP	general practitioner
GPMU	Graphical, Paper and Media Union
GPO	General Post Office
GRE	Graduate Record Examination
GS	General Staff
gsm	gram(me)s per square metre (g/m ²)
GSOH	good sense of humour
Gt	great
Gul	graphical user interface
H	hard (pencil)
h	hour(s)
h&c	hot and cold (water)
HDD	hard disc drive
HE	His Excellency, His Eminence
HMO	Health Maintenance Organisation
HGV	heavy goods vehicle
HHS	Health and Human Services

HI	Hawaii
HIV	human immunodeficiency virus
HM	His/Her Majesty
HMG	His/Her Majesty's Government
HMI	His/Her Majesty's Inspector
HMSO	His/Her Majesty's Stationery Office
HNC	Higher National Certificate
HND	Higher National Diploma
Hon.	the Honourable
HP	1. hire purchase 2. horse power
HQ	headquarters
HR	human resources
HRH	His/Her Royal Highness
HRT	hormone replacement therapy
HSP	1. high speed train 2. Hawaiian Standard Time
ht	height
HZ	hertz
I	island, isle
IA	Iowa
IAAF	International Amateur Athletic Federation
IAS	International Accounting Standards
IATA	International Air Traffic Association
I.B.	in bond
IBA	Independent Broadcasting Authority
IBS	irritable bowel syndrome
i/c, I/C	in charge
ICBM	intercontinental ballistic missile
ID	identification, identity
ID	Idaho
i.e.	id est – that is
IL	Illinois
ILO	International Labour Organization
IMF	International Monetary Fund
in.	inch
IN	Indiana
Inc	Incorporated
incl.	Including
Incoterms	International Commercial Terms
ins	1. insurance 2. inches
Inst	Institute
inst	instant
int.	1. international 2. interests

I/O	input/output
IOC	International Olympic Committee
IOU	I owe you
IPA	International Phonetic Alphabet
i.p.a.	including particular average
IPO	initial public offering
IQ	Intelligence Quotient
IRA	Irish Republican Army
IRS	Internal Revenue Service
ISBN	International Standard Book Number
ISO	International Standards Organization
IT	information technology
i.t.	immediate transport
ITA	Independent Television Authority
ita	initial teaching alphabet
ITC	Independent Television Commission
ITN	Independent Television News
ITV	Independent Television
IUD	inter-uterine device

Jan.	January
JC	Jesus Christ
JCR	Junior Common Room
JIT	just in time
JP	Justice of the Peace
Jr	junior
JSA	job seeker's allowance
Jul	July
Jun	1. June 2. Junior

K	thousand, Kelvin
k	kilobyte
KBE	Knight of the British Empire
KC	King's Counsel
kc	kilocycle
kcal	kilocalorie
KCB	Knight Commander of the Bath
KG	Knight of the Garter
kg	kilogram(s), kilogramme(s)
KKK	Ku Klux Klan
km	kilometre(s)
km/h or kmph	kilometres per hour
KO	knock out
kph	kilometres per hour
KS	Kansas
Kt	knight

kw	kilowatt(s)
kWh, kwh	kilowatt hour(s)
KY	Kentucky
£	from the Latin libra - pound (in money)
L	1. Learner 2. Lake 3. large
l	1. litre(s) 2. left 3. line
LA	1. Los Angeles 2. Louisiana
lab	laboratory
LAN	local area network
Lancs	Lancashire
Lat	Latin
lat.	latitude
lb	pound (in weight)
LBO	leveraged buyout
lbw	leg before wicket
L/C, l/c	documentary letter of credit
lc	lower case
LCD	liquid crystal display
L. & D.	loss and damage
LEA	light-emitting diode
Leics	Leicestershire
l.h.d.	left-hand drive
Lib	Liberal
Lib-Lab	Liberal-Labour
LIBOR	London Inter-Bank Offer Rate
Lieut.	Lieutenant
LIFO	last in first out costing
LLB	Bachelor of Laws
LLD	Doctor of Laws
LMT	local mean time
LNG	liquefied natural gas
long.	Longitude
LP	long-playing record
LRAM	Licentiate of the Royal Academy of Music
LSD	lysergic acid diethylamide
Lt.	Lieutenant
LTA	Lawn Tennis Association
Ltd	limited company
LV	luncheon voucher
LW	long wave

M	medium
m	1. metre(s) 2. million(s) 3. mile(s) 4. minutes 5. married 6. masculine
MA	1. Master of Arts 2. Massachusetts
M&A	merger and acquisition
MAD	mutual(ly) assured destruction
Maj	major
Maj Gen	major general
Mar	March
MASH	Mobile Army Surgical Hospital
MB	Bachelor of Medicine
MBA	Master of Business Administration
MBE	Member of the Order of the British Empire
MBO	1. management buy-out 2. management by objective
MC	1. Master of Ceremonies 2. Military Cross
MCAT	Medical College Admissions Test
MCP	male chauvinist pig
MD	1. Doctor of Medicine 2. managing director 3. Maryland
M.D.	month's date
m.d.	mentally deficient
ME	Maine
MEP	Member of the European Parliament
Messrs.	Messieurs
Met	1. Metropolitan Opera Company 2. Metropolitan Museum of art 3. Metropolitan Police
meths	methyated spirits
mfd	manufactured
mg	milligram(s), milligramme(s)
MI	1. machine intelligence 2. Michigan
MI5	Military Intelligence, section 5
MI6	Military Intelligence, section 6
MIDI	musical instrument digital interface
M.I.P.	marine insurance policy
MIRAS	mortgage interest relief at source
min.	minute(s)
M.L.M.	multi-level marketing

M.L.R.	minimum lending rate
mm	millimetre(s)
MN	Minnesota
MO	1. Money order 2. medical officer 3. modus operandi 4. Missouri
mo	moment
MOD	Ministry of Defence
MOH	Medical Officer of Health
MOR	middle-of-the-road
MORI	Market and Opinion Research Institute
MOT	Ministry of Transport
MP	1. Member of Parliament 2. Military Police 3. Metropolitan Police
mpg	miles per gallon
mph	miles per hour
Mphil	Master of Philosophy
MPV	multipurpose vehicle
Mr	Mister (always abbreviated)
M/R	mate's receipt
MRC	Medical Research Council
MRI	magnetic resonance imaging
MRP	manufacturer's recommended price
Mrs	Mistress (always abbreviated)
MS	1. multiple sclerosis 2. Mississippi
mg	manuscript
MSC	Manpower Services Commission
MSc	Master of Science
MSF	Manufacturing, Science, Finance
Msgr	Monsignor
MSS, mss	manuscripts
MT	1. machine translation 2. Montana
Mt	Mount
mt	mountain
mth	month
MVP	most valuable player
MW	medium wave
N	1. north 2. Newton(s) 3. night-flight
n	1. noun 2. neuter

n/a	not applicable
NAACP	National Association for the Advancement of Colored People
Naafi	Navy, Army and Air Force Institutes
NAFTA	North American Free Trade Agreement
NAHT	National Association of Head Teachers
NALGO	National and Local Government Officers' Association
NASA	National Aeronautics and Space Administration
Nat	national
NATO	North Atlantic Treaty Organisation
NB	1. nota bene (please pay attention to) 2. Nebraska
NC	1. numerical control 2. North Carolina
NCB	National Coal Board
NCO	non-commissioned officer
ND	North Dakota
NE	northeast
nec.	necessary
NEDC	National Economic Development Council
NF	National Front
NFL	National Football League
NFU	National Farmers' Union
NG	National Guard
NH	New Hampshire
NHS	National Health Service
NI	National Insurance
NIC	National Insurance Contribution
NICs	Newly industrialized countries
NJ	New Jersey
NLP	neurolinguistic programming
NM	New Mexico
NNE	north-northeast
NNW	north-northwest
No(s)/no(s).	number(s)
Notts	Nottinghamshire
Nov.	November
NRA	National Rifle Association
NS	Nova Scotia
n/s	1. non-smoker 2. non-smoking
NSB	National Savings Bank
NSPCC	National Society for the Prevention of Cruelty to Children
NSU	nonspecific urethritis
NT	New Testament
N/t	new terms
NUJ	National Union of Journalists
NUM	National Union of Mineworkers

NUPE	National Union of Public Employees
NUR	National Union of Railwaymen
NUS	National Union of Students
NUT	National Union of Teachers
NV	Nevada
NVQ	National Vocational Qualification
NW	north-west
n.wt.	net weight
NY	New York
NYC	New York City
NYPD	New York Police Department
NZ	New Zealand
OAP	old-age pensioner
OAPEC	Organization of Arab Petroleum Exporting Countries
OAS	Organization of American States
OAU	Organization of African Unity
OB	outside broadcast
OBE	Officer of the Order of the British Empire
o.b.o.	or best offer
OC	Officer Commanding
OCR	optical character reader, optical character recognition
Oct.	October
OD	overdosis
OE	Old English
OECD	Organization for Economic Cooperation and Development
Oflot	Office of the National Lottery
OFT	Office of Fair Trading
Of tel	Office of Telecommunications
Ofwat	Office of Water Services
OH	Ohio
OHMS	On His/Her Majesty's Service
OHP	overhead projector
OK	Oklahoma
OLE	object linking and embedding
OM	Order of Merit
OMB	Office of Management and Budget
OND	Ordinary National Diploma
o.n.o.	or nearest offer
Ont	Ontario
O.P.	open floating policy
OPEC	Organization of Petroleum Exporting Countries
OR	1. Olympic record 2. Oregon
O.R.D.	owner's risk of damage
OS	1. ordinary seaman 2. Ordnance Survey

	3. outsize
OSHA	Occupational Safety and Health Administration
OT	Old Testament
O/T	old terms
OTC	Officers' Training Corps
OTT	over the top
OXFAM	Oxford Committee for Famine Relief
Oxon	Oxfordshire
oz.	ounce(s)
p	1. page
	2. penny, pence
PA	1. Personal Assistant
	2. Press Association
	3. public address(system)
	4. Pennsylvania
p.a.	per annum/per year
P/a	particular average
PAC	political action committee
p and p	postage and packing
para.	paragraph
PAYE	pay-as-you-earn
PBX	private branch exchange
PC	1. Police Constable
	2. Privy Council
	3. Privy Councillor
	4. personal computer
	5. politically correct
pc	1. post card
	2. per cent
	3. politically correct
PCA	1. Police Complaints Authority
	2. Professional Chess Association
PCB	printed circuit board
pcm	per calendar month
PCP	1. phencyclidine
	2. pentachlorophenol
pd	paid
PDSA	People's Dispensary for Sick Animals
PDQ	pretty damned quick
PDT	Pacific Daylight Time
PE	physical education
P/E	price-earnings
PG	parental guidance
PGA	Professional Golfers' Association
PGCE	Postgraduate Certificate of Education
PhD	Doctor of Philosophy

P.I.	partial loss
pics	pictures
PIN	personal identification number
pkt	packet
Pl	Place
pl.	Plural
P & L a/c	profit and loss account
plc	public limited company
PLO	Palestine Liberation Organization
PLP	Parliamentary Labour Party
pls	please
pls cfm	please confirm
PM	Prime Minister
p.m., pm	post meridiem
PMT	1. pre-menstrual tension 2. photomechanical transfer
P/N	promissory note
PO	1. post office 2. postal order
POA	Prison Officers' Association
POB	Post Office Box
P.O.D.	pay on delivery
P.O.S.	point-of-sale
poss.	possible
pp	1. pages 2. per procuracionem (per pro)
p.p.	postage and packing
ppd.	prepaid
PPE	Philosophy, Politics and Economics
PPS	1. parliamentary private secretary 2. post postscriptum
ppt.	promptly
PPV	pay-per-view
PR	1. public relations 2. proportional representation
pr	pair
PRO	public relations officer
PROM	Programmable Read Only Memory
PS	postscript
PSAT	Preliminary Scholastic Aptitude Test
PSBR	public sector borrowing requirement
PST	Pacific Standard Time
PT	physical training
pt	1. part 2. pint 3. payment 4. point

PTA	parent-teacher association
Pte	Private
PTO/pto	please turn over
pub	public house
pub.	Published
PUP	Progressive Union Party
PVC	polyvinyl chloride
PVS	1. persistent vegetative state 2. postviral syndrome
p.w.	per week
PX	Post Exchange
Q	Queen
QC	Queen's Counsel
qt	quart
qtr	quarter
qyt	quantity
R	1. Rex, Regina 2. river 3. restricted
r	right
RA	Royal Academy
RAC	Royal Automobile Club
RADA	Royal Academy of Dramatic Art
RAF	Royal Air Force
RAM	random access memory
R&B	Rhythm and Blues
R&D	Research & Development
R&R	rest and recreation
RC	Roman Catholic
RCP	Royal College of Physicians
RCS	Royal College of Surgeons
Rd	Road
RDA	recommended daily allowance
RE	Religious Education
Re., re.	with reference to
recd	received
rec room	recreation room
reg.	1. registration number 2. registered
regd	registered
regt	regiment
rehab	rehabilitation
REM	rapid eye movement
Rep	representative
Rep	1. Republic

repro	2. Republican reproduction
rept.	receipt
ret(d)	retired
Rev.	the Reverend
rev	revolution
RGN	Registered General Nurse
Rh	rhesus
rhd	right hand drive
RI	1. Religious Instruction 2. Rhode Island
R.I.	reinsurance
RIBA	Royal Institute of British Architects
RIP	rest in peace
RM	Royal Marines
rm	room
R.N.	1. registered nurse 2. Royal Navy
RNAS	Royal Naval Air Services
RNLI	Royal National Lifeboat Institution
RNR	Royal Navy Reserve
RNVR	Royal Navy Volunteer Reserve
ROCE	return on capital employed
ROI	return on investment
ROM	read-only memory
RO-RO	roll-on/roll-off
ROSPA	Royal Society for the Prevention of Accidents
RP	reply paid
R.P.I.	retail price index
RPM	resale price maintenance
rpm	revolution(s) per minute
RR	Railroad
RRP	1. received pronunciation 2. Recommended Retail Price
RSC	Royal Shakespeare Company
RSI	repetitive strain injury
RSPB	Royal Society for the Protection of Birds
RSPCA	Royal Society for the Prevention of Cruelty to Animals
RSVP	respondes s'il vous plait (French for: please reply)
RTA	road traffic accident
Rt Hon	Right Honourable
RUC	Royal Ulster Constabulary
RV	Revised Version
S	1. south 2. saint 3. small

s	1. second(s) 2. shilling
SA	1. South Africa 2. South America 3. South Australia 4. Salvation Army
s.a.e.	stamp addressed envelope
S&L	savings and loan association
SALT	Strategic Arms Limitation Treaty
SAS	Special Air Service
SASE	self-addressed stamped envelope
SAT	Scholastic Aptitude Tests
Sat	Saturday
s/c	self-contained
SC	South Carolina
SCE	Scottish Certificate of education
SCR	senior common room
SD	South Dakota
SDI	strategic defence initiative
SDP	Social Democratic Party
SE	south-east
SEATO	South-East Asia Treaty Organization
sec.	1. second(s) 2. secretary
SEN	State Enrolled Nurse
sen	Senator
Sep	separate
Sept.	September
SF	1. science fiction 2. Sinn Féin
S. & F.A.	shipping and forwarding agent
SFO	Serious Fraud Office
s.g.	specific gravity
Sgt.	Sergeant
SHAPE	Supreme Headquarters Allied Powers Europe
SIDS	sudden infant death syndrome
sing.	singular
SIPS	side impact protection system
S.I.T.C.	The Standard International Trade Classification
SLD	Social and Liberal Democrats
slo-mo	slow motion
SME	small and medium-sized enterprises
SMP	Statutory Maternity Pay
S/N	shipping note
SNP	Scottish National Party
So	south
s.o.	someone

s.o.b.	son of a bitch
Soc	Socialist
soc	society
Som	Somerset
SP	starting price
SPCA	Society for the Prevention of Cruelty to Animals
specs	1. spectacles 2. specifications
SPUC	Society for the Protection of the Unborn Child
sq	square
sq m	m ²
Sr	senior
SRC	Students' Representative Council
SRN	State Registered Nurse
SS	steamship
SSE	south-south-east
SST	supersonic transport
SSW	south-south-west
st	stone(s)
St.	1. saint 2. street 3. strait
START	Strategic Arms Reduction Treaty
STD	1. subscriber trunk dialling 2. sexually transmitted disease
sth., s.th.	something
Supt	Superintendent
SVGA	super video graphics array
Sw	1. south-west 2. short wave
SWALK	sealed with a loving kiss
SWAPO	South-west Africa People's Organization
SWOT	strengths, weaknesses, opportunities, threats, e.g. a SWOT analysis
TA	1. Territorial Army 2. teaching assistant
T/A	trade acceptance
TB	tuberculosis
tba	to be arranged, to be announced
tbs(p)	tablespoonful(s), tablespoon(s)
TD	touchdown
T.D.	Treasury Department
TEC	Training and Enterprise Council
Tech	technical college
TEFL	Teaching of English as a Foreign Language
Tel., tel.	telephone (number)
temp	1. temperature

	2. temporary
TESL	Teaching of English as a Second Language
TESOL	Teaching of English as a Second or Other Language
TGIF	thank God it's Friday
TGWU	Transport and General Workers' Union
Thos	Thomas
Thursday	Thursday
thx	thanks
THL	Times Literary Supplement
t.l.o.	total loss only
TM	trademark
TN	Tennessee
TNT	trinitrotoluene
TOPS	Training Opportunities Scheme
tsp(s)	teaspoon(s), teaspoonful(s)
TT	1. teetotal, teetotaler 2. tuberculin-tested 3. telegraphic transfer
t.q.	trade quality
tr.	tare
TUC	Trades Union Congress
Tue(s)	Tuesday
TV	television
TVA	Tennessee Valley Authority
TX	Texas
UAR	United Arab Republic
UAW	United Automobile Workers
uc.	usual conditions
UCAS	Universities and Colleges Admissions Services
UCCA	Universities Central Council on Admissions
UDA	Ulster Defence Association
UDF	Ulster Defence Force
UDI	Unilateral Declaration of Independence
UDP	Ulster Democratic Party
UDR	Ulster Defence Regiment
UEFA	Union of European Football Associations
UFO	unidentified flying object
UGC	University Grants Committee
UHF	ultra-high frequency
UHT	ultra heat treatment
UK	United Kingdom
ult	ultimo
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNICEF	United Nations International Children's Emergency Fund
Univ	University

UNO	United Nations Organization
URL	uniform resource locator
U.S.	United States
USA	United States Army
USAF	United States Air Force
USCG	United States Coast Guard
USIA	United States Information Agency
USM	1. United States Mail 2. United States Marines 3. United States Mint 4. unlisted securities market
USMC	United States Marine Corps
USN	United States Navy
USNG	United States National Guard
USNR	United States Naval Reserve
USO	United States Service Organization
USP	unique selling/sales proposition
USS	1. United States Ship 2. United States Senate
USSR	Union of Soviet Socialist Republics
usu.	usually
USV	Ulster Volunteer Force
UT	Utah
u.t.	usual terms
U/w	underwriter
V, v	1. verse(s) 2. volt(s) 3. versus
VA	Veterans (of Vietnam) Administration
VA	Virginia
VAT	value-added tax
vg	very good
vgc	very good condition
VHF	very high frequency
VIP	very important person
VISTA	Volunteers in Service to America
viz	namely
VLSI	very large scale integration
VoA	voice of America
vol.	volume(s)
VP	vice-president
VPL	visible panty line
vs	versus
VSO	Voluntary Service Overseas
VSOP	Very special old pale
VT	Vermont

VTR	video tape recorder
vv	verses
w	1. west 2. watt(s)
w/	with
WA	Washington
WAAF	Women's Auxiliary Air Force
WAC	Women's Army Corps
W.B.	way bill
WBA	World Boxing Association
WC	water closet
w/e	1. weekend 2. week ending
Wed	Wednesday
w.g.	weight guaranteed
WHO	World Health Organisation
WI	1. Women's Institute 2. West Indies 3. Wisconsin
W.I.P.	work in progress
Wis	Wisconsin
wk	week
wkly	weekly
WLTM	would like to meet
w/m, W/M	weight or measurement
WNW	west-north-west
w/o	without
Worcs	Worcestershire
W.P.	word-processing
WP	weather permitting
wpa	with particular average
WPC	Woman Police constable
wpm	words per minute
W.R.	war risk
W/R	warehouse receipt
WRAC	Women's Royal Army Corps
WRAF	Women's Royal Air Force
WRVS	Women's Royal Voluntary Service
WSW	west-south-west
wt	weight
W.T.O.	World Trade Organization
wt	weight
WV	West Virginia
W/W	warehouse warrant
WWW	World Wide Web
WX	Women's extra-large sign

WY	Wyoming
WYSIWYG	what you see is what you get
XL	extra large
yd	yard(s)
YHA	Youth Hostels Association
YMCA	Young Men's Christian Association
yr	1. year(s) 2. your
YTS	Youth Training Scheme
YWCA	Young Women's Christian Association
ZIP	Zone Improvement Plan