

Worksheet 1

The Best of Both Worlds

The World of Abbreviations

Dad was the owner of a large IT company. He was worth a lot of money.

Abbreviations are the shortened version of words or phrases. In the excerpt from *The Best of Both Worlds* above, the abbreviation 'IT' is simply the shortened version of 'Information Technology'. Abbreviations are used every day at school (e.g. PE, ICT, Mr, Mrs etc), at home (e.g. TV, DVD etc) and in the community (e.g. St, Ave etc).

Task 1: Use the clues in the table below to identify common abbreviations. Write the full version of each abbreviation in the last column.

Clue	Abbreviation	Full version
The name of the era before the birth of Jesus		
The name of the era after the birth of Jesus		
The non-religious name of the above era		
Found on an invitation requesting a response		
An electrical current (and a famous rock band!)		
The time by which the world adjusts its clock		
Absent from military duties without permission		
The time of day between midnight and noon		
The time of day between noon and midnight		
The United States of America		
A written message sent via a mobile phone		
A multimedia message sent via a mobile phone		
Australian rules football association		
The measurement for one hundredth of a metre		
Someone who has a medical degree		
A popular fried chicken fast food chain store		
Used to measure distances on a highway		
The person in charge of a corporation		
A request to turn the page of a letter		
An additional comment at the bottom of a letter		

Task 2: What do the text related abbreviations e.g. and etc actually mean? What about NB, re and n/a? Where would you use them in the texts you write?

Task 3: What is an acronym? Identify the difference between an acronym and an abbreviation using examples of each to support your answer.

Extension Activity:

- Abbreviations are commonly used these days via text messaging or online social net- working to communicate via a minimum number of characters. Create a guide (in alphabetical order) for people who are new to this style of messaging. Some examples include: TIA, BFN, JK, LOL, BTW, FOFL, DW, ITRW, IMO, IOW, TTYL, GB, GL, FYI, BFF, KWIM, MYOB, ASAP.