

FORMS TAKE SHORT CUTS

Questionnaires and forms aim to be user-friendly and quick to fill in. In order to do this, they make use of abbreviations and commonly recognized features.

A.) ABBREVIATIONS are shortened forms of a word or phrase.

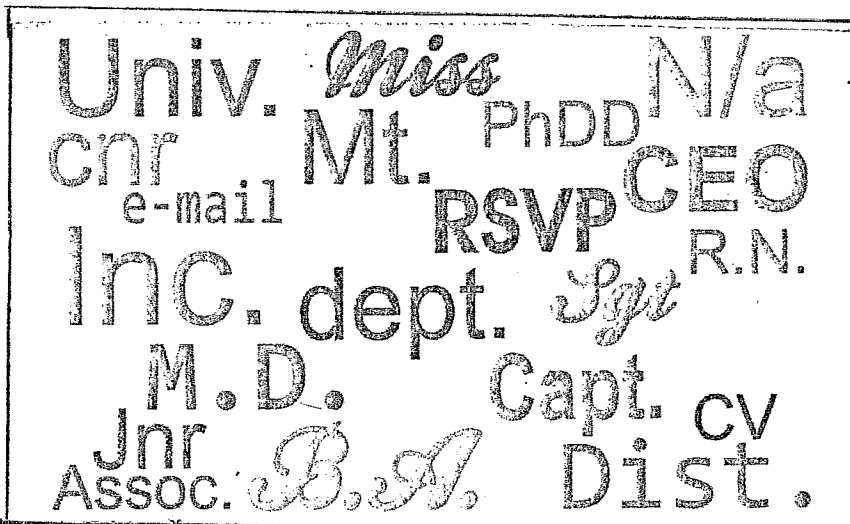
- * They are not pronounced as they are written but the full word is said, eg *adv.* is said as *adverb*.
- * Most abbreviations end with a full stop. E.g. *adj.*
- * If the abbreviation ends with the same letter as the original word then no full stop is used, eg. *Mr*
- * If the first letters of the words are used then there is no full stop, eg *RSA*

EXERCISES

1. Write down the abbreviations for the following words or phrases:

- a. professor - _____
- b. reverend - _____
- c. diploma - _____
- d. Please turn over - _____
- e. department - _____
- f. avenue - _____
- g. care of - _____
- h. Post Office Box - _____

2. Write down the full word for the following abbreviations:



- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

B.) **INITIALISM** is a form of abbreviation when each letter is pronounced separately, e.g. *SABC*

C.) **TRUNCATION** is a form of abbreviation that makes use of the first part of the word, e.g. *adj.*

D.) **ACRONYM** is an abbreviation formed from the initial (first) letters of other words and pronounced as a word e.g. *SARS* which stands for *South African Revenue Service*.

EXERCISE : Read the letter below and complete the activity that follows.

3. **Identify initialism, abbreviations and truncations.**

15 Sultana Rd
RSA
31 Aug.

Dear Sec. of Affairs

I hereby lay an official complaint of age discrimination. In my opinion if I am old enough to use an ATM, fax machine and donate to the SPCA, I am old enough to have a social media account. No, I don't have a BSc Deg. Or a CC company but I watch CNN and know the dangers of going AWOL with someone I met via SMS or on my pc. I'm not planning on ending up in an ICU or having a RIP above my head so why can't I have the right to open an account? I want ...no need this, so IOU if you can change the age limit and will vote for you as Pres.

Classify the abbreviations in the letter into the following groups: Abbreviation, Initialism and Truncation

| ABBREVIATION | INITIALISM | TRUNCATION |
|--------------|------------|------------|
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| | | |
| | | |

4. **Write out the following Acronyms in full.**

1. SAPS - _____
2. AIDS - _____
3. UFO - _____
4. SPCA - _____
5. SABC - _____
6. SCUBA - _____