

Abbreviations used at Intermediate Level and above.

<u>Abbreviation</u>	<u>Meaning</u>	<u>Abbreviation</u>	<u>Meaning</u>
accom.	accommodation	a/c(s).	account(s)
advert(s).	advertisement(s)	altho.	although
approx.	approximately	appt(s).	appointment(s)
asap.	as soon as possible	bn.	been
bus.	business	cat(s).	catalogue(s)
co(s).	company(ies)	cttee(s).	committee(s)
dr.	dear	def.	definitely
dept(s).	department(s)	dev.	develop
exam.	examination	ex.	exercise
ffly.	faithfully	f/t.	full-time
hr(s).	hour(s)	immed.	immediately
info.	information	mfr(s).	manufacturers
misc.	miscellaneous	mth.	month
necy.	necessary	org.	organisation
pc.	personal computer	p/t.	part-time
poss.	possible	prob.	probably
rec'd.	received	ref(s)	reference(s)
resp.	responsible	sinc.	sincerely
sh.	shall	shd.	should
sec(s)	secretary(ies)	temp.	temporary
togr.	together	thro.	through
w.	with	wd.	would
wh.	which	wl.	will
wp.	word processor	yr(s).	your(s) year(s)
eg: Mon.	days of week	eg: Sept.	months of year
St.	Street	Rd.	Road
Ave.	Avenue	Cres.	Crescent
Hwy.	Highway	Blvd.	Boulevard
&	and	@	at