

Redeeming the Time: Abbreviations

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Redeeming the Time: This is a Christian concept meaning to convert time into value, to recover, to not waste.

Abbreviation Definition: To shorten or reduce a word or phrase. Used for brevity. Even the word abbreviation is abbreviated (abbrev.) !

Sometimes, instead of writing a proper name in full, we write only one or two letters of the name. Instead of writing Patrick Henry, for example, we may write P. Henry. Try abbreviating your name with just taking the letter of your first name and placing a period behind it and writing your last name beside it. Now, do the same thing and add on the initial to your middle name. Do this with the names of your mother, father, sister, brother, grandparents, aunts, uncles, cousins, neighbors, etc.

Rule: Every abbreviation should be followed by a period. Abbreviations of proper names, when single letters are always written in capital letters.

Week #3

Capt. = Captain
Acct. = Account
C.O.D. = Cash on Delivery
P.O. = Post Office
Sec. = Secretary

Atty. = Attorney
Esq. = Esquire
U.S. = United States
M.D. = Doctor of Medicine
Treas. = Treasurer

Caution: Never add Mr. and Esq. to the same name.

Flashcards

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Front

Back

Capt. © Beverly Schmitt 1997-2002, all rights reserved	Captain
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Atty. © Beverly Schmitt 1997-2002, all rights reserved	Attorney
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Acct. © Beverly Schmitt 1997-2002, all rights reserved	Account
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Esq. © Beverly Schmitt 1997-2002, all rights reserved	Esquire
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C.O.D. © Beverly Schmitt 1997-2002, all rights reserved	Cash on Delivery
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U.S. © Beverly Schmitt 1997-2002, all rights reserved	United States
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P.O. © Beverly Schmitt 1997-2002, all rights reserved	Post Office
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M.D.

Doctor of Medicine

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Sec.

Secretary

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Treas.

Treasurer

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