



STUDY NOTES

EPISODE 9: ADHD

Abbreviations and Acronyms

Though abbreviations and acronyms are generally not used in formal writing with the exception of some scientific or technical writing, it is important to be familiar with some of the more common ones.

These could occur in both spoken and written English. If they are used in formal writing, it is necessary to reference them correctly.

These study notes focus on the more common abbreviations and acronyms, and their forms.

Study Tips

In formal academic writing, acronyms and abbreviations should only be used if they are well known or frequently referred to in your essay.

Remember to give its full form first, followed by the acronym or abbreviation in parentheses.

An **abbreviation** is a short form of a phrase or name that is made by using the initial letters of each word.

Abbreviations can be names of:

Countries, Territories, States, Provinces:

ACT – Australian Capital Territory, UK – United Kingdom, PNG – Papua New Guinea, USA – United States of America, BC - British Columbia

Organisations:

EU - European Union, UN - United Nations

Corporations:

IBM – International Business Machines,
GM – General Motors

Medical Terms:

DNA – DeoxyriboNucleic Acid,
ECG – Electrocardiogram,
MRI – magnetic resonance imaging

Government Agencies:

ATO – Australian Taxation Office,
FBI – Federal Bureau of Investigation

Television Stations:

ABC – Australian Broadcasting Corporation,
BBC – British Broadcasting Corporation,
CBC – Canadian Broadcasting Corporation



Universities:	UTS - <u>U</u> niversity of <u>T</u> echnology, <u>S</u> ydney, RMIT – <u>R</u> oyal <u>M</u> elbourne <u>I</u> nstitute of <u>T</u> echnology, UNSW – <u>U</u> niversity of <u>N</u> ew <u>S</u> outh <u>W</u> ales, UCLA - <u>U</u> niversity of <u>C</u> alifornia, <u>L</u> os <u>A</u> ngeles
Products:	TV – <u>t</u> elev <u>i</u> vision, ATM – <u>a</u> utomatic <u>t</u> eller <u>m</u> achine CD – <u>c</u> ompact <u>d</u> isc, DVD - <u>d</u> igital <u>v</u> ersatile <u>d</u> isc, PC – <u>p</u> ersonal <u>c</u> omputer
Degrees:	LLB – Bachelor of Laws, BA – Bachelor of Arts, MA – Master of Arts, PhD – Doctor of <u>P</u> hilosophy
Professions, Positions:	CA – <u>c</u> hartered <u>a</u> ccountant, QC – <u>Q</u> ueen's <u>C</u> ounsel, CEO – <u>c</u> hief <u>e</u> xecutive <u>o</u> fficer, DA – <u>D</u> istrict <u>A</u> ttorney

In spoken English, abbreviations are read letter-by-letter. When pronouncing each letter, the last sound (letter) normally carries the primary stress /' / and is, therefore, pronounced more strongly. The other sounds (letters) carry the secondary stress /, / and are, thus, pronounced more weakly.

For example:

ACT /, eɪ, si 'ti/

EU /, i 'ju/

DNA /, di, ɛn 'eɪ/

ABC /, eɪ, bi 'si/

UTS /, ju, ti 'ɛs/

When an abbreviation is pronounced as a word, for example IELTS /aɪ'jɛlts/, this form of abbreviation is called an **acronym**.

IELTS /aɪ'jɛlts/ means International English Language Testing System.

Other examples of acronyms include:

VTOL /'vɪtɒl/ vertical take off and landing

ASEAN /'æziæn/ or /'æsiæn/ Association of South-East AsiAn Nations

*radar /'reɪdɑ:/ radio detecting and ranging

RAM /ræm/ Random Access Memory

*scuba /'skubə/ self contained underwater breathing apparatus

*QANTAS /'kwɒtəs/ Queensland and Northern Territory Aerial Services

*These were originally acronyms, but because their abbreviated form has become well known, one no longer needs to include its full form.

In formal academic writing, you should give the full form of the abbreviation or acronym the first time it appears, followed by its abbreviation in parentheses.

For example:

Recent developments in the region required that members of the Association of South-East Asian Nations (ASEAN) meet for top-level discussions. The ASEAN presence was vital to progress the situation.

Abbreviations of Latin words

Latin words commonly appear as abbreviations. They are often used in formal writing and academic texts. The most common Latin abbreviations are: eg, ie, NB, etc.

Abbreviation	Latin word	Meaning
eg	exempli gratia	for example
etc	et cetera	and so on, and all others
ie	id est	that is, in other words, this means
NB	Nota bene	note well, make note

While it is important to understand the meaning of abbreviations, especially when reading academic texts, the less common ones would not generally be used in your formal writing.



Other Latin abbreviations

Abbreviation	Latin word	Meaning
AD (A.D.)	anno Domini	in the year of our Lord – used after the beginning of the Western calendar
BC (B.C.)	before Christ	used before the beginning of the Western calendar
am (AM)	ante meridiem	before midday
c. or ca.	circa	approximately, about
cf.	confer	compare
et al	et alii	and others
ibid.	ibidem	in the same place
loc. cit.	loco citato	in the places already mentioned
op. cit.	opera citato	in the work already mentioned
pm (PM)	post meridiem	after midday
q.v.	quod vide	refer to, see
viz.	videlicet	namely, that is to say
vs.	versus	against, opposing

