

Abbreviations Study Guide

At this level, the student will be able to capitalize abbreviations, acronyms, and initials correctly.

Some abbreviations, all acronyms, and all initials are written using all capital letters.

Abbreviations

Abbreviations are shortened forms of one or multiple words. In an address, the state is abbreviated using two capital letters. Some examples are listed below. Ask the student's teacher for a reference on all state abbreviations. They can be found in textbooks, encyclopedias, or on the Internet.

Examples of state abbreviations:

Alabama: AL

Iowa: IA

Michigan: MI

Oregon: OR

Washington: WA

Abbreviations that are used in names of companies or organizations are created from the first letter of each word and pronounced as individual letters. Articles (*a, an, the*), prepositions (*on, over, to, for, under, with, etc.*), and coordinating conjunctions (*and, but, or, yet, for, nor*) are typically not included in the creation of an abbreviation. Below are some examples of abbreviations capitalized correctly. **Periods are not used after abbreviations of organizations or government agencies.**

Examples of abbreviations created from multiple words:

PBS (Public Broadcasting Service)

AAA (American Automobile Association)

Examples of abbreviations created from single words:

St. (Street or Saint)

Jr. (Junior)

Lt. (Lieutenant)

Acronyms

An acronym is an abbreviation that forms a pronounceable word using the first letters or groups of letters in a multiple word title of an organization, establishment, or other expression. Below are some examples of acronyms.

NASA (National Aeronautics and Space Administration)

CAD (Computer-aided Design)

NATO (North Atlantic Treaty Organization)

Initials

An initial is the first letter of each word of a person's complete name. Below are some examples of initials capitalized correctly. When using initials, place a period after each letter.

P. J. (Peter Jacobs)

F. S. (Franklin Schmeigel)

N. C. B. (Nanette Coltrane Byrd)

Practice:

It may be helpful for the student to search for acronyms, abbreviations, and initials in a newspaper or magazine. Have the student keep a detailed chart or list, recording any abbreviations, acronyms, or initials and what they stand for. This will help the student not only to recognize acronyms, initials, and abbreviations, but also to understand the capitalization and punctuation of certain letters.