

ABBREVIATIONS

Yourself



Do

IT

GRADE 4-6

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Classroom Procedure:

1. Display prepared abbreviations for students to see. Ask students the meaning of each. Ask students to think of other abbreviations and their meanings.
2. Ask: What are the reasons people use abbreviations?
3. Allow responses and discussion.
4. Distribute the *Abbreviations* content pages. Read and review with the students, focusing on the most used abbreviations.
5. Distribute the Activity pages to every student.
6. Pair students. Instruct the students to cut apart the letters and create as many abbreviations as possible, using as many letters as possible.
7. Have students do this several times until both students fill their Activity page with abbreviations and meanings.
8. Distribute the Practice page and review with the students once completed.
9. Distribute the Homework page puzzle. Review the instructions with the students.
10. Check homework the next day.
11. In closing the lesson, instruct each student to create their own abbreviation to share with the class. Remind students to be creative. Some students may create an acronym; allow it, but explain the difference to students.

Approximate Grade Level: 4 – 6

Objectives:

The students will be able to define abbreviation and recognize the most used abbreviations used in writing other purposes.

State Educational Standards*

None

Class Sessions (45 minutes):

At least 2 class sessions

Teaching Materials/Worksheets:

Abbreviations content pages (2), Activity pages (2), Practice page, Homework page

Student Supplies:

scissors, handouts

Prepare Ahead of Time:

Students will need scissors. Some abbreviations to display for opening to lesson.

Options for Lesson:

Students may work alone for the activity. Allow students access to the Internet or other resources to add to the abbreviations given in the lesson. Allow students to switch partners halfway through the activity. Add the teaching of acronyms and examples to the lesson.

*Lessons are aligned to meet the education objectives and goals of most states. For more information on your state objectives, contact your local Board of Education or Department of Education in your state.

Teacher Notes

There are thousands of abbreviations, but the most used ones are presented in this lesson. Be sure students can distinguish between an abbreviation and an acronym. Many students may know some of the most popular abbreviations like days of the week and months of the year. It is important to review them.

Abbreviations

The Jr. atty., dept. mgr., and dr. all met in Feb. to discuss NASA. Can you read the sentence? There are six abbreviations and one acronym. An **Abbreviation (abbr.)** is a shorter spelling of a word or expression people use every day. An **acronym** is a substitute for the words usually in an organization's name or slogan and often made up of initials. Abbreviations and acronyms are used everywhere. Though they are both shortened versions of a word or words, abbreviations and acronyms are not the same.

You have probably used many abbreviations when you send emails or text messages to your friends or family. Text abbreviations are in a category all by themselves. Here are some you may use already:

AD	Awesome dude	CWYL	Chat with you later
AFAIK	As far as i know	NP	No problem
AFK	Away from keyboard	ROFL	Rolling on floor laughing
BRB	Be right back	TY	Thank you
CUL	See you later	WC	Wrong conversation



Abbreviations are used to save time, take up less space, and sometimes make writing easier and more efficient to read. The most common abbreviations include some of the following you see every day:

Am	Ante Meridiem- Before Noon	Md	Medical Doctor
Apt.	Apartment	Min.	Minute
Assoc.	Association	Mr.	Mister
Ave.	Avenue	Mrs.	Missus
Corp	Corporation	N	North
Dept.	Department	Pm	Post-Meridiem- Afternoon
Dr.	Drive Or Doctor	Pop.	Population
E	East	Prof.	Professor
Etc.	Etceetra (Additional)	Rd.	Road
Gov.	Governor	Rn	Registered Nurse
Hr.	Hour	S	South
Hwy.	Highway	Sgt.	Sergeant
Inc.	Incorporated	Sr.	Senior
Jr.	Junior	St.	Street Or Saint
Ltd.	Limited	W	West

When to Use Abbreviations

You do not always want to use abbreviations every time you write something. You have to think about the person who will be reading your writing. If it is an important document, you may not use as many abbreviations. Also, as you can see in the list, some abbreviations end with a period and others do not. Each of the fifty states have a two-letter abbreviation, which normally do not end in a period. In addition, measurement and time abbreviations do not end in a period either. Normally, though, it is up to you whether to place a period after the abbreviation or not.

There are also several abbreviations that do not use the same letters as the word, such as **pound**, which is abbreviated as **lb**. Another one is **ounce**, which is abbreviated as **oz**. The more you see, read, and use abbreviations, the faster you will be able to learn them.

Here is a list showing all fifty states and each of their 2-letter abbreviations. Notice, the letters are capitalized, just like in registered nurse (**RN**) and medical doctor (**MD**) above, which is also the abbreviation for the state of Maryland.

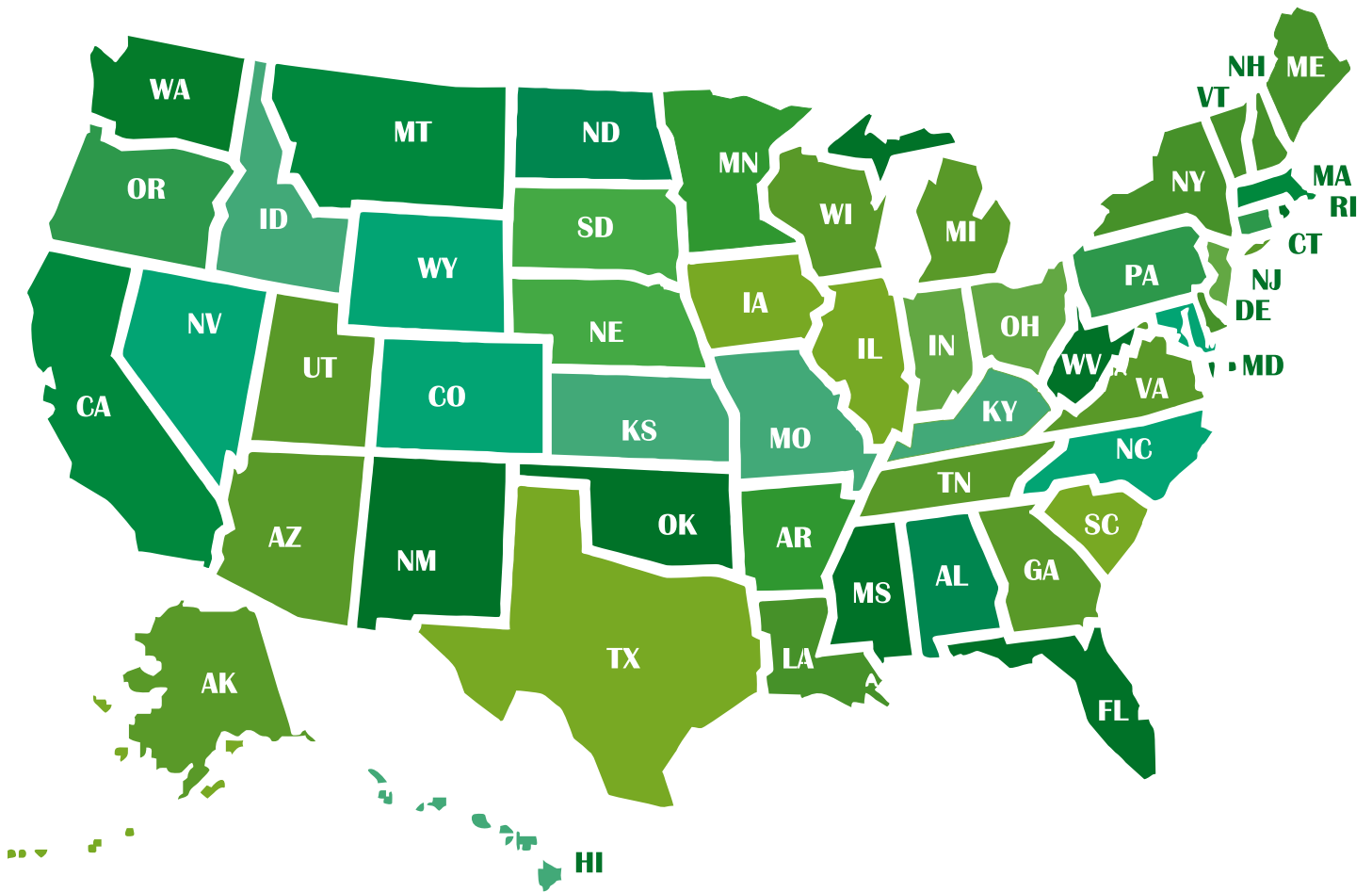
US States & Capitals

State	Standard Abbreviation	Postal	Capital City
Alabama	Ala.	AL	Montgomery
Alaska	Alaska	AK	Juneau
Arizona	Ariz.	AZ	Phoenix
Arkansas	Ark.	AR	Little Rock
California	Calif.	CA	Sacramento
Colorado	Colo.	CO	Denver
Connecticut	Conn.	CT	Hartford
Delaware	Del.	DE	Dover
Florida	Fla.	FL	Tallahassee

Georgia	Ga.	GA	Atlanta
Hawaii	Hawaii	HI	Honolulu
Idaho	Idaho	ID	Boise
Illinois	Ill.	IL	Springfield
Indiana	Ind.	IN	Indianapolis
Iowa	Iowa	IA	Des Moines
Kansas	Kans.	KS	Topeka
Kentucky	Ky.	KY	Frankfort
Louisiana	La.	LA	Baton Rouge
Maine	Maine	ME	Augusta
Maryland	Md.	MD	Annapolis
Massachusetts	Mass.	MA	Boston
Michigan	Mich.	MI	Lansing
Minnesota	Minn.	MN	St. Paul
Mississippi	Miss.	MS	Jackson
Missouri	Mo.	MO	Jefferson City
Montana	Mont.	MT	Helena
Nebraska	Nebr.	NE	Lincoln

Nevada	Nev.	NV	Carson City
New Hampshire	N.H.	NH	Concord
New Jersey	N.J.	NJ	Trenton
New Mexico	N.M.	NM	Santa Fe
New York	N.Y.	NY	Albany
North Carolina	N.C.	NC	Raleigh
North Dakota	N.D.	ND	Bismarck
Ohio	Ohio	OH	Columbus
Oklahoma	Okla.	OK	Oklahoma City
Oregon	Ore.	OR	Salem
Pennsylvania	Pa.	PA	Harrisburg
Rhode Island	R.I.	RI	Providence
South Carolina	S.C.	SC	Columbia
South Dakota	S.D.	SD	Pierre
Tennessee	Tenn.	TN	Nashville
Texas	Tex.	TX	Austin
Utah	Utah	UT	Salt Lake City
Vermont	Vt.	VT	Montpelier

Virginia	Va.	VA	Richmond
Washington	Wash.	WA	Olympia
West Virginia	W.Va.	WV	Charleston
Wisconsin	Wis.	WI	Madison
Wyoming	Wyo.	WY	Cheyenne



Abbreviations Used Most Often

The abbreviations used most often are the days of the week and the months of the year, as well as time and measurement abbreviations such as the following:

Apr.	April	Wed.	Wednesday	Km	Kilometer	Pt	Pint
Jun.	June	Thu.	Thursday	In	Inch	Qt	Quart
Jul.	July	Fri.	Friday	Ft	Foot / Feet	Gal	Gallon
Aug.	August	Sat.	Saturday	Yd	Yard	Lb	Pound
Sept.	September	Hr.	Hour	Mi	Mile	T	Ton
Oct.	October	Wk.	Week	Mph	Miles Per Hour	Vol	Volume
Nov.	November	Mo.	Month	Mg	Milligram	Sq.	Square
Dec.	December	Yr.	Year	G	Gram	No.	Number

Contractions are also types of abbreviations people use in writing every day. Just a few of them include, can't = cannot, won't = will not, aren't = are not, haven't = have not, and it's = it is.

Do you ever write your **initials** instead of writing out your whole name? That is also an example of an abbreviation. If your name was Melissa Ann Jones or Mark Allen Johnson, you could write your initials as MAJ or M.A.J. Or maybe your first name is John and your middle name is Richard, but people call you JR, also an abbreviation.

In summary, abbreviations are used everywhere by everyone, whether at home, work, or play (PS = Play Station), there are thousands of abbreviations used not only in the English language, but languages throughout the world.

The Junior attorney, department manager, and doctor all met in February to discuss the National Aeronautics and Space Administration.

P. Smith



Activity

Name _____ Date _____

Cut apart each of the letters, and with your partner, create abbreviations.
List them on the next page.

A	E	K	P	U
A	F	L	Q	V
B	G	L	R	W
B	H	M	S	W
C	I	N	S	W
D	I	O	T	Y
E	J	O	T	Z



Practice

Name _____ Date _____



Write the word(s) for each abbreviation or the abbreviation for each word or words

Apt.	
Dr.	
hr	
Inc.	
Ltd.	
min.	
Pop.	
Rd.	
St.	
RN	
S	
N	
E	
W	
Gov.	
Mr.	
Mrs.	
MD	
Jr.	
Sr.	
Dept.	
Assoc.	
etc.	
no.	
mi	
km	
mg	
qt	
gal	
in	
ft	

January	
December	
March	
April	
October	
June	
September	
November	
February	
July	
August	
month	
year	
hour	
week	
Saturday	
Monday	
Wednesday	
Tuesday	
Thursday	
Friday	
Sunday	
foot	
inch	
meter	
volume	
square	
pint	
miles per hour	
ton	
gallon	

LOL	
cannot	
won't	
hasn't	
won't	
have not	
should not	
are not	
abbr.	
TY	
BRB	
NP	
CUL	
LTR	
week	
Mister	
doctor	
number	
it's	
mgr.	
atty.	
department	
co.	
United States	
etcetera	
was not	
quart	
South	
West	
North	
East	



Homework

Name _____ Date _____



Instructions: Harriet the Spy thought she could create a new secret code to send messages. She felt the code would be hard to break if she sent the message with many of the words abbreviated or in acronyms. Read the message Harriet sent and then decode it to make sense.

Hint: Some are military abbreviations!

TOP SECRET

To: Bg. Stanton

From: MG. Harriet the Spy

Re: Immediate attn. needed a.s.a.p.!

FYI, on the 1st of Apr., 4 AM, troops were spotted moving across MO, NW., and just N. of Jefferson City. Upon being spotted, the troops led by a Lt. dressed in ACUs quickly hid in the woods SW. of the base. These troops are heading to ND to join other troops from SD, OK, TX, and possibly CO. ADN, AFAIK, this seems to be the meeting point. FTR, they are short of supplies such as H₂O. IMHO, we need to take action to cut them off from moving in any direction, W or N. The FBI and AF have been notified. TBH, IDK if they are a decoy or if the LT. is planning something. IMO, we must fortify the rd, hwy, airprt, and rr to ensure we are covered. ADCON – Harriet S., Thx!



Practice

Name _____ Answer Key Date _____



Write the word(s) for each abbreviation or the abbreviation for each word or words

Apt.	apartment
Dr.	doctor/drive
hr	hour
Inc.	incorporated
Ltd.	limited
min.	minute
Pop.	population
Rd.	road/round
St.	street/saint
RN	registered nurse
S	South
N	North
E	East

January	Jan.
December	Dec.
March	Mar.
April	Apr.
October	Oct.
June	Jun.
September	Sept.
November	Nov.
February	Feb.
July	Jul.
August	Aug.
month	mo.
year	yr.

LOL	laugh out loud
cannot	can't
won't	will not
hasn't	has not
could not	couldn't
have not	haven't
should not	shouldn't
are not	aren't
abbr.	abbreviation
TY	thank you
BRB	be right back
NP	no problem
CUL	see you later

W	West
Gov.	governor
Mr.	mister
Mrs.	missus
MD	medical doctor
Jr.	Junior
Sr.	Senior
Dept.	department
Assoc.	association
etc.	etcetera

hour	hr
week	wk.
Saturday	Sat.
Monday	Mon.
Wednesday	Wed.
Tuesday	Tue.
Thursday	Thu.
Friday	Fri.
Sunday	Sun.
foot	ft.

LTR	later/letter
week	wk.
Mister	Mr.
doctor	Dr.
number	no.
it's	it is
mgr.	manager
atty.	attorney
department	dept.
co.	company

no.	number
mi	mile
km	kilometer
mg	milligram
qt	quart
gal	gallon
in	inch
ft	foot/feet

inch	in.
meter	m
volume	vol.
square	sq.
pint	pt
miles per hour	mph
ton	t
gallon	gal.

United States	U.S.
etcetera	etc.
was not	wasn't
quart	qt.
South	S
West	W
North	N
East	E



Homework

Name Answer Key

Date _____



Instructions: Harriet the Spy thought she could create a new secret code to send messages. She felt the code would be hard to break if she sent the message with many of the words abbreviated or in acronyms. Read the message Harriet sent and then decode it to make sense.

Hint: Some are military abbreviations!

TOP SECRET

To: Brigadier General Stanton

From: Major General Harriet the Spy

Re: Immediate attention needed as soon as possible!

For your information, on the first of April, 4:00 in the morning (ante meridiem), troops were spotted moving across Missouri, northwest, and just north of Jefferson City. Upon being spotted, the troops led by a Lieutenant dressed in Army combat uniforms quickly hid in the woods southwest of the base. These troops are heading to North Dakota to join other troops from South Dakota, Oklahoma, Texas, and possibly Colorado. Any day now, as far as I am concerned, this seems to be the meeting point. For the record, they are short of supplies such as water. In my humble opinion, we need to take action to cut them off from moving in any direction, west or north. The Federal Bureau of Investigation and Air Force have been notified. To be honest, I don't know if they are a decoy or if the Lieutenant is planning something. In my opinion, we must fortify the road, highway, airport, and railroad to ensure we are covered. Advise all concerned – Harriet S., Thanks!