

Rules and Uses of Shortened Words

Abstract

The shortened form of word or phrase is abbreviation(short). It may consist of part of the whole word or full word, first capital letter of group of words etc. Like, the word abbreviation can itself represented by abbreviation sometimes we can write as abbr., abbrv., or abbrev. It become fashion to abbreviation everywhere in every field whether in business, in hospitality, in entertainment, in film industry, in politics etc. Now a days in busy life, human has become dependent on these shortened words for their working purposes.

Keywords: Shortened, Abbreviation, Convenience, Assignments.

Introduction

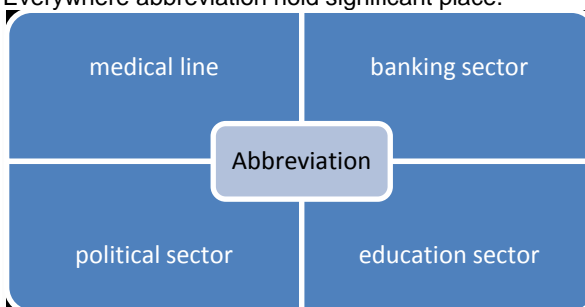
To abbreviate the word means to short the word . This might be done to save time and space, and also to provide security. Abbreviations have a old history, created so that spelling out a full phase or word could be bypass. In English, reduction of words to single letters was common. The styling of abbreviations is uncertain and random and includes many possible variations. Some abbreviations are formed by ignoring all but the first few letters of a word; such abbreviations usually end in a period: environ. for environment, univ. for university, and diff. for different. Other abbreviations are formed by ignoring letters from the middle of the word and usually also end in a period: comp for computers., H. for home. Canada use two capitalized letter for abbreviate the name of its states, e.g., MB. for Manitoba, NS. for Nova Scotia, ON for Ontario, BC for British Columbia etc.

[1] In oxford dictionary the meaning of abbreviation is described as:

1. the act of shortening rescuing in length
2. reduced form, short summary
3. a shortened form of a spoken word written symbols or part of a word or symbol for the whole. Page 0 to 10.

Use of Abbreviation in Different Sector

Mostly abbreviation are found in the end of chapter or in the form of notes written by students in their copies. From the few years , abbreviations become very important part of our working life. As we use abbreviation in our personal life as well as social life. You can see in each and every sector like film industry, business environment, education field. Everywhere abbreviation hold significant place.



Medical Line

The use of abbreviations was highly established among doctors and nurses, medical students. Time saving, avoidance of writing sentences in full and convenience, were the main reasons for using abbreviations. Doctors. Doctors use abbreviation for writing reports of patients, naming the tablets etc. Medical students mainly use these for making assignments, for learning the typical medical words. In, Taber's Cyclopedia Medical Dictionary Online [3], there are many word that used as abbreviated in order to save time. Like

1. DO - disorder
2. DOA - dead on arrival or date of admission
3. EDD - estimated delivery date
4. EGA - estimated gestational age



Manpreet Kaur

Assistant Professor,
Dept. of Computer Science,
S.R Govt College for Women,
Amritsar, Punjab, India



Kuldip Kaur

Associate Professor,
Dept. of Computer Science,
S.R Govt College for Women,
Amritsar, Punjab, India

5. ER - emergency room
6. HR - heart rate or hour
7. HS - hour of sleep (bedtime)
8. ICU - intensive care unit
9. RBC - red blood cell
10. RF - risk factor
11. WBC - white blood cell

Prescription

These abbreviations are used in the context of prescription drugs.

1. CAP – capsule
2. ABX – antibiotics
3. PCN - penicillin
4. PNV - prenatal vitamins
5. TAB - tablet
6. TIW - three times a week

Banking sector

If talking about the banking, then abbreviation is swamped. Form doing transaction to naming the banks, shortened name use in each time. Lot of financing and banking abbreviation full form asked in banking papers like SBI, IBPS, RRB, RBI, ASBA so on. Most of us usually know about the short form of banking words but should know about the full form associated to it.

For transaction:

A/C (Account)

D R. (Debit)

C R. (Credit)

A.T.M (Automatic Teller Machine)

For naming banks:

SBI (State Bank of India)

PO (Post Office)

IDBI (Industrial Development Bank of India)

RBI (Reserve Bank of India)

PNB (Punjab National Bank)

Education Sector

Most commonly universities use abbreviation for their name like P.T.U for Punjab technical university, G.N.DU for Guru Nanak Dev University and for university itself UNIV. Moreover, lot of educational institutes as well as academics uses short form for their names so that everyone can recognize their identity. In addition to it, students use short words while writing their assignments and reports. Common abbreviate word use are:

COMP (Computer)

URL (Uniform Resource Locator)

LP (Laptop)

Degree and Courses that are taught in colleges also have abbreviation like

B.C.A (Bachelor Of Computer Applications)

B.S.C (Bachelor of Science)

B.A (Bachelor of Arts)

H.SC (Home Science)

Even subject name also have short name like:

ENG (English)

SCI (Science)

PHY (Physics)

CHEM (Chemistry)

BIO (Biology)

With the help of these short form of subjects name students can easily recognize them..

Political Sector

The influence of abbreviations is seen in all other fields as well as in the political field. Moreover, the names of these political parties are also taken from the short forms. In this way, the reduced forms is seen making its contribution in every field or sector.

BJP (Bharatiya Janata Party)

SAD (Shiromani Akali Dal)

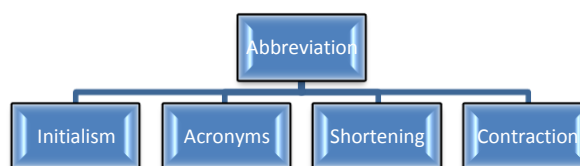
AAP (Aam Aadmi Party)

SP (Samajwadi Party)

BSP (Bahujan Samaj Party)

Kind of Abbreviation

With the meaning of abbreviation, should also know about the rule that we should all follow while using these short words.

**Initialism**

In this type of abbreviation, only first word included in the reduced form. Short forms that are commonly used in texting are Initialism. In Oxford English Reference Dictionary” a group of initial letters used as an abbreviation for a name or expression, each letter being pronounced separately (e.g. BBC).”

FBI – Federal Bureau of Investigation

SBI – State Bank of India

UK – United Kingdom

USA – United States of America

VAT – value added tax

Acronyms

Same as initialism, only differ is that we pronounce each capital letter separate in initialism but in acronyms, we pronounce abbreviation as word. In Oxford English Reference Dictionary” a word, usu. pronounced as such, formed from the initial letters of other words (e.g. Ernie, laser, Nato) (cf. initialism), like:

NASA – National Aeronautical and Space Administration

NATO – North American Treaty Organization

OPEC – Organization of Petroleum Exporting Countries

PIN – Personal Identification Number (Code for Bank Card)

RAM – Random Access Memory (Computer Memory)

Shortenings

In which first or end word is ignored. Usually shortenings are differentiated into two types. First kind includes the words that are commonly used as a short form in verbal as well as written, like,

ad – advertisement (to promote a product or service)

app – application (software)

flu – influenza (an illness)

blog – weblog (a type of website)

rhino – rhinoceros (wild animal)

Second kind includes the word that has no any significant place in written form . These are not well known. Like,
Feb. – February
Sat. - Saturday

Contraction

Contraction are abbreviations in which we ignore letters from the middle of word. In this there is no need to write a period at the end of contraction. More over first word of the contraction will be capital letter. like,

- Dr- Doctor
- Govt- government
- St- Saint
- Mr- Mister
- He'd – he had
- He'll – he will
- Don't- do not
- Isn't – is not

In Oxford English Reference Dictionary” a shortening of a word by combination or elision;”

Kind	Meaning	Example
# Initialism	Only first Letter from each word is included in short form	• FBI (Federal Bureau of Investigation)
# Acronyms	In this we pronounce short form as a word	• NASA (National Aeronautical and Space Administratio)
# Shortening	In this first and last letter of each word is ignored.	• Flu (Influenza)
#Contraction	In this we ignore the letters from the middle of word.	• Dr (Doctor)

Rules for Abbreviation

There are some guidelines that should need to follow or consider while using abbreviation like:

1. Put the abbreviation in parenthesis like management information(MI.)
2. While abbreviate the name of degree and diploma or courses ,always place period between capital letters like bachelor of arts (B.A) not BA.
3. Professional titles must be followed by the name like(Dr. ruby)not only Dr.
4. Abbreviation must be used for well known terms like (TV Television) not (u for you).
5. Initialisms [capital letters that pronounced individually] like G.N.D.U, P.T.U, A.T.M. so be careful while using them.
6. While abbreviate the time /date/year, keep in mind to place dot between them.
7. In order to abbreviate the addresses ,there are USPS(united state postal service) which need to be proper followed .

Conclusion

In today's busy life, abbreviations help us lot by saving time and space. In any area of whole world, whether for banking or politics, we can use abbreviation for sake of privacy. Along with this, have to consider one another important factor that that user should have proper knowledge about the accurate use of shortened form and while using, be careful from the overuse or misuse

References

Awan S, et al. *Postgrad Med J*. 2016
 New Hart's Rules: *The handbook of style for writers and editors*. Oxford University Press, 2005. 2005-09-22. ISBN 0-19-861041-6.
<https://medicaldictionary.thefreedictionary.com/abbreviation>
https://www.tabers.com/tabersonline/view/Tabers-Dictionary/767492/all/Medical_Abbreviations
<http://lists.w3.org/Archives/Public/w3c-wai-gl/2005JulSep/att-0851/AbbreviationAcronym.html>