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Susan Verner's 57,765 views will never forget the moment I learned how true this is. I taught at the university's ESL program, instructing business students one on one. There was another teacher in the next room who was doing the same thing. He and his student walked into my class and asked for a moment of my time. The other teacher went on to give me one shortcut after another and asked me to share what they were worth. After a few of my answers, his student admitted. They explained that his student didn't believe that the English-speaking knew as many acronyms as my associate taught his student, and I proved the teacher right by explaining what only a few abbreviations on his list stood for. Another thing I realized through this experience was that ESL teachers should not wait until their students have reached an advanced level before teaching them shortcuts, shortened forms of longer words than we often do. We educators need to include English acronyms wherever they logically fit into our ESL instructional programs, and that doesn't mean waiting for our students to reach an advanced level before inglorries the idea. 5 types of shortcuts your students need to know 1 We often encounter shortcuts when we see people's written names. Mr. and Mrs. (Mr. and Miss) are perhaps the first abbreviations that English language students encounter and are taught. When you learn these and other terms of address, be sure to point out to your students that Miss is not an acronym, but a word for yourself. Moreover, the Lady, although governed by the Mr-Lady Convention, is not an acronym, although she is often regarded as one. Abbreviations often follow a person's name. Not only will your students see Jr. and Sr. (junior and senior) by names, but they will also see abbreviations such as Ph.D. (Doctor of Philosophy), MD (Doctor), BS N. (Bachelor of Science, Nursing), etc. There is some disagreement as to whether these abbreviations should be written with dots or not, so how you teach your students is a matter of personal preference. It might also be worth noting to your students that some very famous people sometimes have their full name abbreviated, such as LBJ, JFK, or MLK. 2 Have you taught your students how to deal with letters and envelopes? If so, you've probably talked about shortcuts used for places around the world. In the U.S., we use standard two-letter abbreviations for states (for example, NY, CA, and FL). These are written without menstruation. We also use abbreviations for various countries, including the US and UK. These are written using dots. A list of standard two- and three-letter abbreviations for the nations of the world can be found here. 3 Scientific acronyms may already be known to your students because some of them are used across cultures. You will find abbreviations for scientific elements and compounds (Cl, Ag, H2O, etc.) as well as measurements (M, Kg, Lb., etc.) wherever you go. If your students don't know these often international shortcuts yet, take the time to explore them with class. They tie in bulk to a unit for work or science reading. 4 As you teach your standard vocabulary unit, chances are you will come across shortcuts for common objects (VCR, CD, TV, etc.), and teaching them along with full vocabulary words is probably best for your students. You will also encounter abbreviations of common phrases when you teach units on the curriculum. When terms like mph, MPG, and IQ come in your unit, take a minute to explain what the shortcuts are for. You will also find yourself teaching shortcuts that relate to time (BC, AM, etc.), and you are best taught since arriving in your regular unit. 5 Text shortcuts are abbreviated forms of common words and phrases that have gained popular use in recent years, such as ttyl8r (talk to you later) and lol (laugh out loud). If you decide to teach your students some popular text shortcuts, check out this list of the most common ones. Although these shortcuts may not be as common or as important as other your students will need to know, if nothing else provide students will be a fun code for expressing the English language. Activities for exercise shortcuts memory is a great game for practicing shortcuts with your students. Create a set of two tabs for each shortcut you plan to check, one tab with a shortcut, and another with the whole word. They have students lay all face down on the table and rotate two cards at once looking for a match. Jump Fish is another game that is great for matching shortcuts to their complete words. You can use the same cards you made for your memory game to ensure that students match their abbreviations correctly. If you want to practice text shortcuts with students, try giving them short text written with shortcuts and asking your students to write it longhand. You can also provide them with an entire conversation written in shortcuts, or ask students to type a conversation using specific text shortcuts. You can make a shortcut to sort with your students to help them remember specific shortcuts and what they stand for. Give students a random list of shortcuts used for people, places, scientific words and texts. Have students cut each shortcut and sort it into the right category. You may want to provide students with a second sheet of paper with a circle marked for each category of abbreviations and have them paste the abbreviations into the appropriate circle as they sort. The difference between shortcuts and shortcuts may seem like shortcuts, and you can often learn in a similar way, but technically they are not shortcuts, but something completely different. While the abbreviation is an abbreviated form of a word or words, the abbreviation is a word letters of words in a sentence. NATO, for example, stands for the North Atlantic Treaty Organisation, but we treat it as a unique word in English. Similarly, the laser stands for (light amplification stimulated by radiation radiation), which has become part of the English lexicon. These abbreviations are pronounced as words, and that's what makes them shortcuts. If English speakers had declared them as individual letters, such as the FBI, they would have been abbreviations. Sometimes an abbreviation can become an abbreviation or vice versa. One such example is the URL, which stands for Unified Resource Locator. If the letters are pronounced individually, it is an abbreviation (U-R-L), but if these three letters are pronounced as a word (count), it is an abbreviation. It's not important that your students can explain the difference between a shortcut and an acronym. It's important that they know which words to say as letters (abbreviations) and which words (abbreviations). As you learn shortcuts and shortcuts, be sure to point out not only how they are written, but also how they are pronounced, so that your students will know how to use them when they speak English in the real world. Do you teach shortcuts when they come to your curriculum? Or will you wait for your students to reach a certain level of language skills before teaching abbreviations? P.S. If you enjoyed this article, please help spread it by clicking on one of these sharing buttons below. And if you're interested in more, you should follow our Facebook page, where we share more about creative, boring ways to learn English. 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GIGO Garbage In Garbage Out CFO Chief Financial Officer CMS Content Management System KG Kilogram(s) KM Kilometer(s) MAC Media Access Control HR Human Resources PCI Peripheral Components Interconnect RIP Rest in Peace CEH Certified Ethical Hacking ICT Information Communication Technology PHP PHP Hyper Text Preprocessor GUI Graphical User Interface IVRS Interactive Voice Response System DOB Date of Birth CMOS Additional Metal Oxide Semiconductor EBCDIC Advanced Binary Encoded Decimal Interchangeable LSIC Code Large Scale Integrated Circuit CCNP Cisco Certified Network Professionals SQL Structured Query Language DOC Document PDT Parallel Data Transfer COBOL Common Basic Oriented Language RW Rewritable SDT Serial Data FORTRAN Formula Translator USSD Unstructured Doplnkové služby Data IC integrovany obvod DBMS Systém správy databáz FAQ Často kladené otázky RFI Vzdialenej file inclusion CMD Command PPP Point-to-Point Protocol MPEG Motion picture Experts Group PDF Portable Document Format JPG Joint FORTRAN Formula Translator USSD Unstructured Supplementary Service Data IC Integrated Circuit DBMS Database Management System FAQ Frequently Asked Questions RFI Remote File Inclusion CMD Command PPP Point-to-Point Protocol MPEG Motion picture Experts Group PDF Portable Document Format JPG Joint FORTRAN Fotografické Odborníci Skupina PPI pixelov na palec DPI body na palec GPS Globálny systém polohovania GPRS Všeobecné paket Radio Service DLL Dynamic-Link knižnica CDMA kód divízie viac prístup EDGE Rozšírené dátové sadzby pre GSM Evolution Lt poručík AIM Ambition v Mind PAN Permanent Account Number ETA Estimated Time of Arrival ACER Acquisition Collaboration Experimentation Reflection YAHOO Yet Another Hierarchical Officious Oracle DELL Development of Early Language Learning HTC High Tech Computer HP Hewlett- Packard(Development Company) NASA National Aeronautics and Space Administration IBN International Business Machines Corporation LG LG Electronics CCNA Cisco Certified Network Associate CISCO Computer Information System Company WHO World Health Organization ISO International Organization for Standardization ASCII American Standard Code for Information Interchange Ltd Limited SOS SaveS SaveS Mind PAN Permanent Account Number ETA Estimated Time of Arrival ACER Acquisition Collaboration Experimentation Reflection YAHOO Yet Hierarchical Officious Oracle DELL Development of Early Language Learning HTC High Tech Computer HP Hewlett- Packard(Development Company) NASA National Aeronautics and Space Administration IBN International Business Machines Corporation LG LG Electronics CCNA Cisco Certified Network Associate CISCO Computer Information System Company WHO World Health Organization ISO International Organization for Standardization ASCII American Standard Code for Information Interchange Ltd Limited SOS SaveS Naše duše ETC et Cetera PEN Power enriched In Nib APN Access Point Name SMILE Sweet Memories in Lips Expression EAT Energy And Taste TEA Taste and Energy Admitted OK Objection Killed OTG On-The-Go BYE Be With You Every Time Am Ante Meridiem PM Post Meridiem MPH Miles Per Hour QS Quality Assurance IM Instant Messaging CV Curriculum Vitae NFC Near Field Communication NEWSPAPER North East West South Paper Past And Present Event Reports WWW World Wide Web XML eXtensible Značkovací jazyk HTTP Hypertext Transfer Protocol HTML Hypertext Značkovací jazyk FTP File Transport Protocol HTTPS Transfer Protocol Secure CSS Cascade Style Sheet URL Single Source Locator CTR Click Speed PPC PAY PER Click CPR Cost click CTA Call to Action SEO Search Engine Optimization SNS Social Network ESP Email Service Provider KPI Key Performance Indicators ADSL Asymmetric Digital Subscriber Line AGP Accelerated Graphics Port VRML Virtual Reality Tagging Language CEO Director General HIV Human Immunodeficiency Virus MAN Metropolitan Area Network DDOS Distributed Denial Of Service Mac Macintosh FYI For YOUR Information FIR First Information Report DIR Directory Download file of Important Abbreviations: Visit for Technology Abbreviations. 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