UNIT 8: BUILD YOUR VOCABULARY

COMMON ABBREVIATIONS AND CONTRACTION

An abbreviation is a short form of a word. Full stops are usually us abbreviations e.g. A. D. However, those abbreviations which can be pronc as a word don't have full stops between them e.g. NARO. Metric units alsc have full stops between them e.g. cm, kg, mm, etc...

Abbreviations which are commonly used in letter writing:-

A.D.	In the year of Our Lord (Anno Domini) latin
Ag	Acting
a. m.	Before noon (ante meridian) latin
Ave.	Avenue
B.C.	Before Christ
CO.	Company
C.O.D.	Cash on delivery
Cr.	Credit
Dr.	Doctor
G.P.O	General Post Office
I.O.U	I owe you.
Ltd.	Limited.
Messrs	Gentlemen (messieurs)
Mrs.	Missus/missis
Mr.	Mister
Ms	Miz
N.B.	Note carefully
No.	Number
P.P.	on behalf of
p.m.	Afternoon (post meridian) Latin
P.O.	Post Office
P.S.	Written after (post-script)
R.I.P	Rest in Peace



ABBREVIATIONS

P.T.O_____ please turn over
R.S.V.P____ reply if you can please (Repondez - s'il vous plait)
Rd._____ road
Ref._____ reference
St._____ Saint/street.
w.e.f_____ with effect from
w.p_____ weather permitting
Viz._____ namely (videlicet) latin
Via_____ by way of, through

GENERAL ABBREVIATIONS

abbr._____ abbreviation.
a/c_____ account
assn._____ association.
asst._____ assistant
c/o_____ care of
B.Sc._____ Bachelor of Science
B.A_____ Bachelor of Arts
C. _____ Centigrade
cf._____ Compare
do_____ the same
doz_____ dozen
deg._____ degree
dept._____ department
D.V._____ God willing (Deo volente)
ea. (@)___ each
e.g._____ exempt grata (for example)
esp._____ especially
e.t.c_____ et cetera (and so on) and many other
fig._____ figure
FIFA_____ Federation of International Football Association
GMT_____ Greenwich Mean Time.
Gov't.___ Government

Hon._____ honourable
i.e_____ that is (id est) Latin
jr._____ junior
lab._____ laboratory
M.P_____ member of parliament
Mt._____ mountain
Neg._____ negative
O.K. _____ all correct (okay)
O.B._____ old boy
O.G._____ old girl
P.S.V_____ public service vehicle (van)
Qr. _____ quarter
Rev._____ reverend
Sec._____ secretary
Sq._____ square
Vs._____ versus
X-mas_____ Christmas
Yr._____ Year
Y.M.C.A___ Young men's christian association.
Y.W.C.A___ Young women's christian association.
PAYE_____ pay as you earn.
VAT_____ value added tax.
EU_____ European Union
PTA_____ parents and teachers' association.
O.A.U_____ Organisation of African Unity.
COMESA___ Common market for eastern and southern africa.
TIN _____ Tax identification number



MILITARY ABBREVIATIONS

ADC _____ aide de camp
APC_____ Armoured personnel carrier.
Brig. ____ brigadier
Capt._____ captain



ABBREVIATIONS

Col.	colonel
Gen.	general
GPMG	general purpose machine-gun
Cpl	corporal
LMG	light machine-gun
Lt.	leutenant
Maj.	major
NCO	non commissioned officer
O.C	officer in charge
Pte	private
RPG	rocket propelled grenade
Sgt	sergeant
SMG	sub machine gun

RPG



A rocket propelled grenade

LOCAL ABBREVIATIONS

A.G	Attorney General
C.A.A.	Civil Aviation Authority
C.D.A	Coffee Development Authority
C.D.O	Cotton Development Organisation
C.P	Conservative Party.
CBS	Central Broadcasting Service
C.A.O	Chief Administrative Officer
D.P	Democratic Party.
FUFA	Federation of Uganda Football Association
N.C.S	National Council of Sports
L.C	Local Council
I.G.G	Inspector General of Government
NARO	National Agricultural Research Organisation.
PAP	Poverty Alleviation Programme

URA	Uganda Revenue Authority
UHRC	Uganda Human Right Commission
NCC	National Council for Children.
TASO	The Aids Support Organisation
RDC	Resident District Commissioner
UWESO	Uganda Women's Effort to Save Orphans
ITEK	Institute of Teacher Education Kyamboago
NRM	National Resistance Movement
P.L.E	Primary Leaving Examination
P.S.	Permanent Secretary
VOT	Voice Of Toro
U.P.E	Universal Primary Education.
ISO	Internal Security Organisation.
ESO	External Security Organisation.
NEMA	National Environment Management Authority
UNEB	Uganda National Examination Board.
UMA	Uganda Manufacturers' Association

METRIC ABBREVIATIONS

cm	centimetre
g	gramme
kg	kilogramme
L	litre
m	metre
mm	milimetre

DAYS OF THE WEEK

Sun.	Sunday
Mon.	Monday
Tue.	Tuesday
Wed.	Wednesday
Thu.	Thursday

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UHRC	Uganda Human Right Commission
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Ought not___ oughtn't	that is___ that's
Do not ___ don't	there is___there's
Would not___wouldn't	they will___they'll
Should not___shouldn't	we have___we've
O'er_____ over	You will___you'll
O'clock_____ of the clock	You are___you're
Where're___wherever	Let us___ let's
	All is___ all's



PUPIL'S TASK 63

1. Abbreviate the following words.

a) Thursday : _____
b) August : _____
c) Mistress : _____
d) Limited : _____
e) Gentlemen : _____
f) Afternoon : _____
g) Please turn over: _____
h) Road : _____
i) By way of : _____
j) That is : _____

2. Write the following in full.

a) U.N.E.B : _____
b) M.P : _____
c) B.C : _____
d) U.P.E : _____

10. Handworking pupils are good to sit next to.
11. Oboth cheated his nephew.
12. That girl's mother is a giant.
13. He was a nice Emperor.
14. We lack a poet like Okot.
15. How many princesses has the king got?
16. He is a bachelor.
17. That book has no author !
18. It was eaten by a lion.
19. We have a female head teacher.
20. I don't have brothers.

Change all masculines nons into feminine nouns.

21. The cow attacked the boy.
22. The instructor was an actor.
23. The bride was late.
24. Our governor is a hero.
25. The wizard spoke to the Patron.

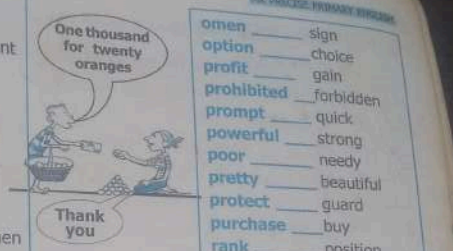
❒ WORDS WITH SIMILAR MEANING

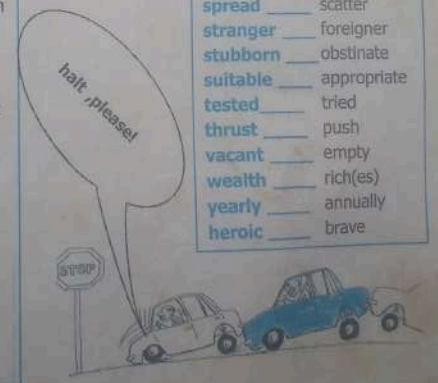
abandon __ leave
abundant__ plenty
acute _____ sharp
accused____ blamed
affectionate loving
aid _____ help
ally _____ friend
amazement_wonder
ancient ____ old
assemble__ gather
astonish____ surprise



join _____ unite
just_____ honest
lean_____ thin
mad _____ insane
marsh _____ swamp
maximum___ most
minimum___ least
modern_____ new
narrate ____ tell
necessary __ essential
odour _____ smell

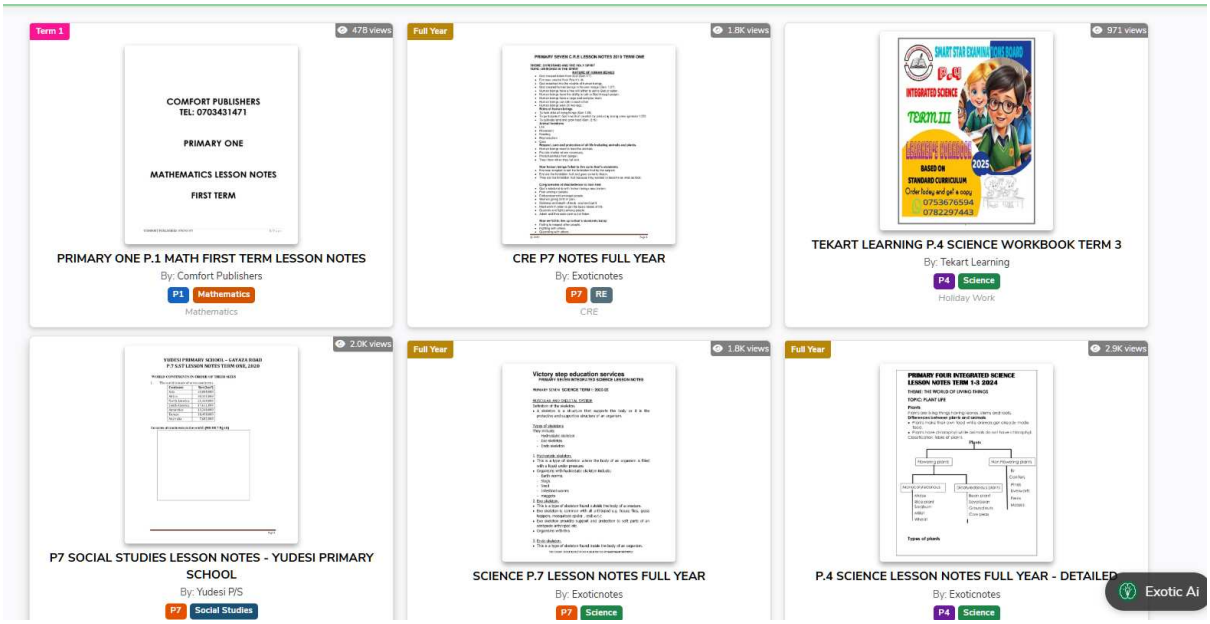
big _____ huge
blank ____ empty
bright ____ intelligent
broad ____ wide
caution ___ warn
circular ___ round
choose____ select
coarse____ rough
commence_ begin
conceal ___ hide
constable _ policemen
constant continuous
conversation talk
courageous_ brave
cunning ___ sly
custom ____ habit
dear ____ expensive
deceive ___ cheat
decrease__ reduce
difficult ___ hard
disease ___ sickness
disorder ___ confusion
earn _____ gain
educate ___ teach
enemy ____ foe
enough ___ sufficient
entire ____ whole
feeble ____ weak
glance____ look
greeted ___ saluted
halt _____ stop
initiate ___ copy
intention__ purpose





omen _____ sign
option _____ choice
profit ____ gain
prohibited __ forbidden
prompt ____ quick
powerful ___ strong
poor _____ needy
pretty _____ beautiful
protect ____ guard
purchase ___ buy
rank _____ position
ready _____ alert
remedy____ cure
reveal _____ show
roam _____ wander
robust ____ strong
rule _____ govern
rude _____ impolite
safe _____ secure
silent ____ speechless
slender ____ slim
spread ____ scatter
stranger ___ foreigner
stubborn ___ obstinate
suitable ___ appropriate
tested____ tried
thrust ____ push
vacant ____ empty
wealth ____ rich(es)
yearly ____ annually
heroic ____ brave

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