



## Writing Phrasebank

# Abbreviations

Abbreviation	Definition	Example
<b>e.g. (exempli gratia)</b>	To give an example	<i>"There are many forms of business communication. E.g. Email, reports, memos."</i>
<b>i.e. (id est)</b>	To explain what you mean in different words	<i>"I went to my least favourite place yesterday. i.e., the office in Madrid."</i>
<b>PS (postscript)</b>	To add information at the end that had been forgotten in the main text.	<i>"PS. Don't forget to bring your notes from the meeting."</i>
<b>NB (nota bene):</b>	To inform the reader that they should give special attention to the next point	<i>"Registration for the course is now open. NB. You must register before the last day of the month."</i>
<b>ASAP</b>	As soon as possible	<i>"Please complete your application and return it to our office ASAP."</i>
<b>FYI</b>	For your information (when you share specific information with others)	<i>"FYI, this is the update I got from the team."</i>
<b>BTW</b>	By the way	<i>"BTW I read that article but wasn't very impressed."</i>
<b>EOD</b>	End of day (this can mean before closing time or before you leave for the day)	<i>"John, I will send you the details by tomorrow <b>EOD</b>."</i>
<b>ATTN</b>	Attention (Used to indicate who a letter is for)	<i>"<b>Attn:</b> John Smith"</i>
<b>N/A</b>	Not Applicable (used when filling out a form and the question/information does not apply to you.	<i>"How old is your son?: <b>N/A</b>"</i> (because the person is still single)