

ВЕСТНИК НАУКИ И ТВОРЧЕСТВА

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ABBREVIATIONS IN THE LANGUAGE SYSTEM

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АББРЕВИАТУРЫ В ЯЗЫКОВОЙ СИСТЕМЕ

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In the process of communication words and word-groups can be shortened. Abbreviation of words consists in clipping a part of a word. As a result we get a new lexical unit where either the lexical meaning or the style is different from the full form of the word. The causes of shortening can be linguistic and extra-linguistic. By extra-linguistic causes changes in the life of people are meant. We can suppose that in Modern English many new abbreviations, acronyms, initials, blends are formed because the tempo of life is increasing and it becomes necessary to give more and more information in the shortest possible time.

Abbreviations (abbr.) are one of the most annoying things about language. If a non-native English speaker comes across the abbreviation a.k.a. in a text, then he/she will find it hard to guess that it means “also known as” without referring to a dictionary.

Most people use abbreviations when taking notes. The words that we abbreviate are either words that we use frequently when writing or long words. There are infinite amounts of abbreviations in the English language and people are now using them more and more in daily speech (English speakers say the UK instead of United Kingdom!).

Some abbreviations are relatively easy to guess, however, others are not so obvious. The abbreviation d.o.b. (date of birth) which is used on many administrative forms might be obvious to an English native speaker but a non-native English speaker will find it impossible to guess. Here is a quick guide to the most important abbreviations and on how to use them.

Some abbreviations are easy to guess since they are also used in other European languages (e.g. example given: CD, compact disc. V.I.P Very Important Person). Others are more particular to the UK and refer to British institutions or companies: e.g. HRH, Her Royal Highness the Queen's title or BT for British Telecom.

Abbreviating work or academic titles is common practise in the UK. For example, you can write Dr. for doctor, MA instead of Masters of - Arts or MP for Member of Parliament. Diplomas in formal documents such as CVs appear in the form of an abbreviation (BSc for Bachelor of Science, PhD for doctor of Philosophy). However, as a rule, if you use an abbreviation for the first time, you should put its meaning into brackets unless you are dealing with common abbreviations such as e.g. for example, PTO please turn over, or re: reply.

People in business use many abbreviations mostly because economic terms tend to be too long. It is hard to make a list of them because there are so many of them. The best thing to do is to learn them progressively. The abbreviation Ltd. stands for a company with limited liability (Inc. meaning incorporated is the US equivalent) and GDP stands for Gross Domestic Product.

An abbreviation (from Latin brevis, meaning short) is a shortened form of a word or phrase. Usually, but not always, it consists of a letter or group of letters taken from the word or phrase. For example, the word abbreviation can itself be represented by the abbreviation abbr., abbrev. or abbrev.

In strict analysis, abbreviations should not be confused with contractions or acronyms (including initialisms), with which they share some semantic and phonetic functions, though all three can be noted by the term "abbreviation". An abbreviation is a shortening by any method; a contraction is a reduction of size by the drawing together of the parts. A contraction of a word is made by omitting certain letters or syllables and bringing together the first and last letters or elements; an abbreviation may be made either by omitting certain portions from the interior or by cutting off a part; a contraction is an abbreviation, but an abbreviation is not necessarily a contraction. However, normally acronyms are regarded as a subgroup of abbreviations (e.g. by the Council of Science Editors).

Abbreviations can also be used to give a different context to the word itself, such as (PIN Number, wherein if the abbreviation were removed the context would be invalid).

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