

**O'ZBEKISTON RESPUBLIKASI OLIY VA O'RTA MAXSUS
TA'LIM VAZIRLIGI**

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Mavzu: Abbreviations and acronyms and their origins

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BUXORO - 2016

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I N T R O D U C T I O N

The government of Uzbekistan has always been trying to support the youth, give a chance to them. Year by year the conditions of living are rising, the mind and knowledge of the citizens is becoming wider. Especially, after gaining independence there were a lot of opportunities for the people created; there opened new ways to foreign countries to communicate, to make business, to study. This demanded from the people to learn foreign languages. As English is spoken around the world, the person who wants to deal with foreigners need to master this language. To be consistent in his use of English and, more importantly, to be understood, the non-native speaker needs to know which words have distinct meanings and pronunciations.

In our country, especially, the importance of foreign languages is increasing to high extent, thus the Decree of the President of the Republic of Uzbekistan of 10 December 2012 about the measures on further improvement of teaching of foreign languages was the essence of the country's reforms in the field of foreign language learning. Since the adoption of the system-generating decree all the work in this area has been intensified and major reforms in modernization of teaching foreign languages at all levels of continuous education have started. In 2013, on the initiative of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan the work on developing a set of learning materials for foreign languages meeting international requirements has been launched. A group of English language teachers from all over the Republic developed truly innovative language learning manual that meets newly established requirements.

The course work is an attempt to explore the usage of abbreviations and acronyms in the English and Uzbek languages. The **aim** of the work is to give some contribution to the shortage of the words, and to find out their functions in speech as well as writing.

The course work consists of content, introduction, three paragraphs, conclusion, and the list of used literature. The Paragraph One “Abbreviations and acronyms and their origins” gives the main general information about abbreviations and acronyms along with the origins of them. The Paragraph Two “Main characteristics of abbreviations and acronyms in two languages” is a practical part of course work that deals with the usage of abbreviations and their subsets, and other main features of them. Paragraph Three “The usage of abbreviations in the English language” gives general information, about abbreviations and their main characteristics used in the English language. And the last paragraph “The usage of abbreviations in the Uzbek language” gives the information about the abbreviations and their main characteristics used in the Uzbek language. Conclusion summarizes all the practical experience gained in the process of investigation. List of used literature gives an overview of scientific literature used in the course work.

1. Abbreviations and acronyms and their origins

An abbreviation from Latin *brevis* means *short* and is a shortened form of a word or phrase. It consists of a group of letters taken from the word or phrase. For example, the word *abbreviation* can itself be represented by the abbreviation *abbr.*, *abbrv.* Or *abbre.* An abbreviation can be shortened 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 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. Acronyms and initialisms are regarded as types of abbreviations. They are abbreviations that consist of the initial letters or parts of words. In classical Greece and Rome, the reduction of words to single letters was common. In Roman inscriptions, "Words were commonly abbreviated by using the initial letter or letters of words and most inscriptions have at least one abbreviation." However, "some could have more than one meaning, depending on their context."¹ Handwrites of copies of the old English poem *Beowulf* used many abbreviations, for example 7 or & for *and*, and y for *since*, so that "not much space is wasted". The standardization of English in the 15th through 17th centuries included such a growth in the use of abbreviations. At first, abbreviations were sometimes represented with various suspension signs, not only periods. For example, sequences like <er> were replaced with <ɔ>, as in <mastɔ> for *master* and <exacɔbate> for *exacerbate*. While this may seem trivial, it was symptomatic of an attempt by people manually reproducing academic texts to reduce the copy time.

¹ Abbreviation and acronyms in English word formation,(64,2)1989

The Early Modern English period, between the 15th and 17th centuries, had abbreviations like *y^e* for *P^e*, used for the word *the*: "hence, by later misunderstanding, Ye Olde Tea Shoppe."

During the growth of philological linguistic theory in academic Britain, abbreviating became very fashionable. The use of abbreviation for the names of J. R. R. Tolkien and his friend C. S. Lewis, and other members of the Oxford literary group known as the Inklings, are sometimes cited as symptomatic of this. Likewise, a century earlier in Boston, a fad of abbreviation started that swept the United States, with the globally popular term OK generally credited as a remnant of its influence.

After World War II, the British greatly reduced the use of the full stop and other punctuation points after abbreviations in at least semi-formal writing, while the Americans more readily kept such use until more recently, and still maintain it more than Britons. The classic example, considered by their American counterparts quite curious, was the maintenance of the internal comma in a British organization of secret agents called the "Special Operations, Executive"—"S.O.E"—which is not found in histories written after about 1960.

But before that, many Britons were more scrupulous at maintaining the French form. In French, the period only follows an abbreviation if the last letter in the abbreviation is *not* the last letter of its antecedent: "M." is the abbreviation for "monsieur" while "Mme" is that for "madame". Like many other cross-channel linguistic acquisitions, many Britons readily took this up and followed this rule themselves, while the Americans took a simpler rule and applied it rigorously.

Over the years, however, the lack of convention in some style guides has made it difficult to determine which two-word abbreviations should be abbreviated with periods and which should not. The U.S. media tend to use periods in two-word abbreviations like United States (U.S.), but not personal computer (PC)

or television (TV). Many British publications have gradually done away with the use of periods in abbreviations.

Minimization of punctuation in typewritten material became economically desirable in the 1960s and 1970s for the many users of carbon-film ribbons since a period or comma consumed the same length of non-reusable expensive ribbon as did a capital letter.

Widespread use of electronic communication through mobile phones and the Internet during the 1990s allowed for a marked rise in colloquial abbreviation. This was due largely to increasing popularity of textual communication services such as instant- and text messaging. SMS (Short Message Service), for instance, supports message lengths of 160 characters at most (using the GSM 03.38 character set). This brevity gave rise to an informal abbreviation scheme sometimes called Textese, with which 10% or more of the words in a typical SMS message are abbreviated. More recently Twitter, a popular social networking service, began driving abbreviation use with 140 character message limits.

Abbreviations even occur in Sumerian. The desire to economize is seen in numerous He-brew examples like MILH 'Mi Iolh Lnv Hshmilh (Who shall go up for us to heaven?)' and Roman ones like SPQR 'Senatus populusque Ro-manuis' and INRI 'Jesus Nazareus Rex Judaeorum'. Old English borrowed from Latin what became the modern ampersand (&). Early forms of dictionaries of initialisms (a variously defined term that we will employ as a general rubric for acronyms and abbreviations) appeared in the fifteenth century.

1. Main characteristics of abbreviations and acronyms in two languages

We know that an abbreviation is a shortened or contracted form of a word or phrase, used to represent the whole, as *Dr.* for *Doctor*, *U.S.* for *United States*, *lb.* for *pound*. Abbreviations are usually formed using the most recognizable letters from the word or expression. This makes them easier to remember, and easy for others to read. It's almost like the letters are clues that point to the original word or expression. ¹

Abbreviations and letters

When we abbreviate a word or phrase, we shorten it. Abbreviations can be formed from the first letters of the word or phrase. In such cases, we normally say them by spelling out each letter:

PC *personal computer*

20p *twenty pence* (said, informally, as *twenty p*)

WHO *World Health Organisation*

For some written abbreviations, individual letters or sounds from the word are used, although the word is always said in full:

full form written abbreviation

Doctor *Dr*

¹ Dictionary.com

full form	written abbreviation
<i>for</i>	<i>e.g</i> (from the Latin
<i>example</i>	equivalent: <i>exempli gratia</i>)
<i>Mister</i>	<i>Mr</i>
<i>ounces</i>	<i>Oz</i>
<i>Street</i>	<i>St</i>
<i>page 38</i>	<i>p. 38</i>
<i>kilometres</i>	<i>5 km</i>

Abbreviations and clipping

Abbreviations are also formed by omitting one or more syllables from a word. This is sometimes called ‘clipping’, because we keep the beginning of the word and ‘clip’ the rest of the word. The abbreviations here are written and spoken in this form:

full form	Abbreviation
<i>advertisement</i>	<i>advert; ad</i>
<i>decaffeinated</i>	<i>Decaf</i>
<i>examination</i>	<i>Exam</i>
<i>memorandum</i>	<i>Memo</i>
<i>photograph</i>	<i>Photo</i>

Abbreviations and personal names

Clipping is common when we use personal names:

full form	Abbreviation
-----------	--------------

<i>Timothy</i>	<i>Tim</i>
----------------	------------

<i>Frederick</i>	<i>Fred</i>
------------------	-------------

<i>Pamela</i>	<i>Pam</i>
---------------	------------

<i>Rajiv</i>	<i>Raj</i>
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Lowercase letters

If the original word was capitalized then the first letter of its abbreviation should retain the capital, for example Lev. for *Leviticus*. When a word is abbreviated to more than a single letter and was originally spelled with lower case letters then there is no need for capitalization. However, when abbreviating a phrase where only the first letter of each word is taken, then all letters should be capitalized, as in YTD for *year-to-date*, PCB for *printed circuit board* and FYI for *for your information*. However, see the following section regarding abbreviations that have become common vocabulary: these are no longer written with capital letters.

Periods (full stops) and spaces

A period (full stop) is often used to signify an abbreviation, but opinion is divided as to when and if this should happen.

According to Hart's Rules, the traditional rule is that abbreviations (in the narrow sense that includes only words with the ending, and not the middle, dropped) terminate with a full stop, whereas contractions (in the sense of words missing a middle part) do not, but there are exceptions Fowler's Modern English Usage says full stops are used to mark both abbreviations and contractions, but recommends against this practice: advising them only for abbreviations and lower-case initialisms and not for upper-case initialisms and contractions.

Example	Category	Short form	Source
Doctor	Contraction	Dr	D——r
Professor	Abbreviation	Prof.	Prof...
The Reverend	Abbreviation	Rev.	Rev...
The Reverend	Contraction	Revd	Rev——d

In American English, the period is usually included. In some cases periods are optional, as in either *US* or *U.S.* for *United States*, *EU* or *E.U.* for *European Union*, and *UN* or *U.N.* for *United Nations*. There are some house styles, however—American ones included—that remove the periods from almost all abbreviations. For example:

- The U.S. Manual on Uniform Traffic Control Devices advises that periods should not be used with abbreviations on road signs, except for cardinal directions as part of a destination name. (For example, "*Northwest Blvd*", "*W. Jefferson*", and "*PED XING*" all follow this recommendation.)
- AMA style, used in many medical journals, uses no periods in abbreviations or acronyms, with almost no exceptions. Thus *eg*, *ie*, *vs* *et al.*, *Dr*, *Mr*, *MRI*, *ICU*, and hundreds of others contain no periods. The only exceptions are "No." (To avoid the appearance of "No"); initials within persons' names (such as "George R. Smith"); and "St." within persons' names when the person prefers it (such as "Emily R. St. Clair") (but not in city names such as *St Louis* or *St Paul*). (AMA style also forgoes italic on terms long since naturalized into English from Latin, New Latin, other languages, or ISV; thus, no italic for *eg*, *ie vs*, *e al.*, *in vivo*, *in vitro*, or *in situ*.)

Today, spaces are generally not used between single-letter abbreviations of words in the same phrase, so one almost never encounters "U. S."

When an abbreviation appears at the end of a sentence, only one period is used: The capital of the United States is Washington, D.C.

Nevertheless, abbreviations should not be confused with contractions, acronyms, or initialisms, with which they share some semantic and phonetic functions, though all four are signified by the term "abbreviation". Initialisms and acronyms are two types of abbreviations that are used to shorten phrases.¹

Acronyms

What is an acronym?

You might already know some acronyms, like NASA (National Aeronautics and Space Administration) and ATM (automated teller machine). An acronym is a stand-in for a string of words, usually an organization name, slogan, or something else equally wordy. Unlike abbreviations, they aren't shorter spellings of words.

Examples:

- NATO (North Atlantic Treaty Organization)
- AIDS (Acquired Immune Deficiency syndrome)
- OPEC (Organization of the Petroleum Exporting Countries)
- SPA (Society of Professional Accountants)
- WASP (White Anglo-Saxon Protestant)
- ASAP (as soon as possible)

- Radar (radio detecting and ranging)
- Scuba (self-contained underwater breathing apparatus)

¹ Abbreviations in English word formation. (66.7)1989

Do you ever wonder about the origin of a word or when it came to be a common part of the language? The word *acronym* originated in 1943: “As wartime production of names using initials reached an all-time high, it was high time to give a name to the growing arsenal of alphabetic abbreviations. That need was met in a note in the February 1943 issue of *American Notes and Queries*: ‘Your correspondent who asks about words made up of the initial letters or syllables of other words may be interested in knowing that I have seen such words called by the name *acronym*, which is useful, and clear to anyone who knows a little Greek.’” “Greek? Yes, *acronym* follows the model of other designations for types of words, like *synonym*, *antonym*, and *homonym*. The *-nym* means “a kind of word”; *acro-* means “top, peak, or initial,”¹ as in *acrobat* or *acrophobia*.

An acronym is a word or name formed as an abbreviation from the initial components in a phrase or a word, usually individual letters (as in *NATO* or *laser*) and sometimes syllables (as in *Benelux*).

There is no universal standardization of the various names for such abbreviations and of their orthographic styling. In English and most other languages, such abbreviations historically had limited use, but they became much more common in the 20th century. Acronyms are a type of word formation process, and they are viewed as a subtype of blending.

Acronym – This forms a word using the initial parts or first letters of a name. For example, ABBA, MADD, and OPEC are all acronyms that take the first letter from each word to form a new word. Lesser known acronyms include scuba and laser. The latter examples show that not all acronyms have to be capitalized.— they're made up of the words' initials. Acronyms are words which are formed from the first letters of other words, and which are pronounced as full words. Acronyms that were originally capitalized (with or without periods) but have since entered the

¹ Ask.com Posted on Monday, March 17, 2008, at 10:06 pm

vocabulary as generic words are no longer written with capital letters or with any periods. Examples are sonar, radar, lidar, laser, snafu, and scuba.

Acronyms are often referred to with only the first letter of the abbreviation capitalized. For instance, the North Atlantic Treaty Organization can be abbreviated as "Nato" or "NATO", and Severe Acute Respiratory Syndrome as "Sars" or "SARS" (compare with "laser" which has made the full transition to an English word and is rarely capitalized at all).

Examples of acronyms:

NATO /'neɪtəʊ/ North Atlantic Treaty Organisation

Scuba /'sku:bə/ self-contained underwater breathing apparatus

Radar /'reɪdɑ(r)/ radio detection and ranging

SATs /sæts/ standard attainment tests (tests taken by schoolchildren in the UK)

Never acronyms are written with capital letters:

*Jodie's got her **SATs** next week – she's a bit nervous.*

Where the acronym has existed for a long time and become fully established in the language, it is written with small letters (or with one capital letter if it is at the beginning of a sentence):

*The ship's **radar** had been destroyed in battle.*

***Radar** was one of the most important inventions of the twentieth century.*

*We went **scuba**-diving in Australia.*

Some acronyms are pronounced as a combination of letters and syllables:

*She sent me a **jpeg** file with a photo of her wedding. (joint photographic experts group /'dʒeɪpeɪdʒ/)*

*You can buy the dictionary on **CD-ROM**. (compact disc read-only memory; pronounced /si: di: 'rɒm/)*

We use some acronyms in the plural or possessive:

*Are the pictures on your memory stuck **jpeg**s or **bit**maps?*

***NATO**'s foreign policy has been criticized recently.*

Initials

Initialisms are abbreviations that are pronounced one letter at a time.

Examples:

--FBI

--HTML

--IBM

--DVD

--BTW (by the way)

Note that most people would simply call these abbreviations, which is fine. Some would call them acronyms, which sticklers would challenge.

An initial is the first letter of a word. We often use initials to refer to the names of countries and organizations:

USA United States of America

BBC British Broadcasting Corporation

Initials also refer to the first letters of people's first names. When we fill in forms, we are sometimes asked to state our surname and initials. When we refer to ourselves using initials, it is more formal:

J. Adams, lawyer (formal)

John Adams, lawyer (less formal)

Sometimes first names are in full, and middle names are included as initials. This is also a formal use. It is particularly common in American English:

Robert B. Davidson

The boundary between clippings and acronyms requires further de-fining, which we can do by starting with straightforward items. Recent English includes numerous items like kbar 'kilobar'. An acronym pre-serves only the initial part(s) of a multiword source, whereas kbar came from a derivation instead of a compound, and preserves the base bar; so kbar will be classified as a clipping. But Autoland 'automatic landing' is a bit fuzzy, raising the vital question of how many letters/sounds/ syllables must be lost before an item can be classed as an acronym. It has lost 8 of its 16 letters, 7 of its 14 sounds, and 3 of its 6 syllables. This 50% reduction still seems inadequate, not to mention that traditional acronyms preserve at most only two initial letters/sounds, whereas Au-toland retains the first four letters of each constituent word, and the morpheme land has not been reduced. Comsat 'communications satellite' retains a much smaller percentage, but still keeps three letters of each constituent. In fact, none of our two dozen borderline creations from two-word sources retains as few as two letters/sounds of each constituent word (e.g., Algol 'Algorithmic Language', sci-fi 'science fiction'). So our interpretation of relevant items in the total 13,683-item corpus would seem to require that an acronym must come from a source with at least three constituents, where a combining form can be a constituent (ASP 'Anglo-Saxon Protestant'). Not more than two initial letters/sounds of some or all of the constituents can be retained, though an exception of three or even four is permitted if the majority of the reduction typifies acronymy. For example, except for the COM- portion, COMUSMACV 'Commander United States Military Assistance Command, Vietnam' is an acronym. Despite having three constituents, Cogas 'coal, oil, gas' is not an acronym because gas is not reduced.¹

¹ Abbreviations in English word formation(68.8)1989

Truncation – This type of abbreviation consists only of the first part of a word. These are most often used when referring to proper titles such as months of the year or days of the week, e.g., Mon., Fri., Apr., and Oct.

Clipped – Similar to truncation in that you are using a part of the word to form the abbreviation, but in this case you're using either the middle or end. Common clipped abbreviations include phone (telephone) and fridge (refrigerator).

Aphesis – In this case, you have dropped the unstressed vowel at the beginning of the word. These are often unintentional and casually spoken versions of the words. Perhaps the best example is 'cause instead of because.

Portmanteau – The blending of two or more words will give you a portmanteau. Some of my personal favorites include liger (lion and tiger), spork (spoon and fork), skort (shorts and skirt), and brinner (breakfast and dinner).

Syllabic abbreviation

A syllabic abbreviation is an abbreviation formed from (usually) initial syllables of several words, such as *Interpol* = *International* + *police*. It is a variant of the acronym. Syllabic abbreviations are usually written using lower case, sometimes starting with a capital letter, and are always pronounced as words rather than letter by letter. Syllabic abbreviations should be distinguished from portmanteaus, which combine two words without necessarily taking whole syllables from each.

Plural forms

There is a question about how to pluralize abbreviations, particularly acronyms. Often a writer will add a's' following an apostrophe, as in "PC's". However, this style is not preferred by many style guides. For instance, Kate Turabian, writing about style in academic writings, allows for an apostrophe to form plural acronyms "only when an abbreviation contains internal periods or both capital and lowercase letters". Turabian would therefore prefer "DVDs" and "URLs" and "Ph.D.'s", while the Modern Language Association explicitly says, "do not use an apostrophe to

form the plural of an abbreviation". Also, the American Psychological Association specifically says, "without an apostrophe".

However, the 1999 style guide for the New York Times states that the addition of an apostrophe is necessary when pluralizing all abbreviations, preferring "PC's, TV's and VCR's".¹

Following those who would generally omit the apostrophe, to form the plural of Runs Batted In, simply add an s to the end of RBI.

- RBIs

For all other rules, see below:

To form the plural of an abbreviation, a number, or a capital letter used as a noun, simply add a lowercase *s* to the end. Apostrophes following decades and single letters are also common.

- A group of MPs
- The roaring 20s
- Mind your Ps and Qs

To indicate the plural of the abbreviation or symbol of a unit of measure, the same form is used as in the singular.

- 1 lb or 20 lb
- 1 ft or 16 ft
- 1 min or 45 min

When an abbreviation contains more than one full point, *Hart's Rules* recommends putting the *s* after the final one.

- Ph.D.'s

¹ "New York Times" published in 1999

- M.Phils.
- the d.t.s

However, subject to any house style or consistency requirement, the same plurals may be rendered less formally as:

- PhDs
- MPhils
- The DTs. (This is the recommended form in the *New Oxford Dictionary for Writers and Editors*.)

According to *Hart's Rules*, an apostrophe may be used in rare cases where clarity calls for it, for example when letters or symbols are referred to as objects.

- The x's of the equation
- Dot the i's and cross the t's

However, the apostrophe can be dispensed with if the items are set in italics or quotes:

- The *x*s of the equation
- Dot the 'i's and cross the 't' In the International System of Units (SI) manual the word "symbol" is used consistently to define the shorthand used to represent the various SI units of measure. The manual also defines the way in which units should be written, the principal rules being:
- The conventions for upper and lower case letters must be observed—for example 1 MW (megawatts) is equal to 1,000,000,000 mW (milliwatts).
- No periods should be inserted between letters—for example "m.s" (which is an approximation of "m·s", which correctly uses middle dot) is the symbol for "metres multiplied by seconds", but "ms" is the symbol for milliseconds.

- No periods should follow the symbol unless the syntax of the sentence demands otherwise (for example a full stop at the end of a sentence).
- The singular and plural versions of the symbol are identical—not all languages use the letter "s" to denote a plural.

Now that you know how abbreviations are formed, you may be wondering how they're pronounced. Most of the time, they're pronounced the same as the original word—whether you're reading it aloud or in your head.

For example, Prof. Snape would be pronounced Professor Snape (not Prof Snape). The abbreviation *et cetera* would be pronounced *et cetera* (not e-t-c). The important thing to remember is that abbreviations aren't words in the true sense—they're more like shorthand.

There are some exceptions that are pronounced differently. For instance, AM, PM, i.e., and PhD are pronounced exactly the way they're spelled. This happens when the abbreviation becomes more popular than the original term—usually because the original is too long or outdated. For example, Am stands for *Ante Meridiem*. (That's Latin for before noon. Who knew?)

Luckily, there aren't many exceptions like this, so you don't have to worry too much about making a mistake. Most abbreviations are pronounced the same as the word they're based on, like hr, min, and sec (that's hour, minute, and second).

Period vs. no period

This is one of the most common questions people have about abbreviations: Do you have to use a period at the end when writing it out? There's no strict rule that says you do—it's kind of up to you.

Sometimes adding a period is expected and can make the abbreviation easier to read. Take the example below. Pop.is the abbreviation for the

word population—without a period, it might just look like pop (as in pop goes the weasel).

On the other hand, some abbreviations never use a period; for example, state postal abbreviations like NY, CA, and TX. The abbreviation for United States of America can be written with a period between each letter, but it's much more common without. The same goes for measurement abbreviations like ft, in, and cm.

Comparing a few examples of each type

- Pronounced as a word, containing only initial letters
 - NATO: **N**orth **A**tlantic **T**reaty **O**rganization
 - Scuba: **s**elf-contained **u**nderwater **b**reathing **a**pparatus
 - Laser: **l**ight **a**mplification by **s**timulated **e**mission of **r**adiation
 - Taser: **T**homas **A.** **S**wift's **e**lectric **r**ifle
 - GIF: **G**raphics **I**nterchange **F**ormat
- Pronounced as a word, containing non-initial letters
 - Amphetamine: **a**lpha-**m**ethyl**p**henethyl**a**mine
 - Gestapo: ***G**eheim**e** **S**taats**p**olizei* ('secret state police')
 - Interpol: **I**nternational **C**riminal **P**olice **O**rganization
 - Nabisco: **N**ational **B**iscuit **C**ompany
- Pronounced as a word, containing a mixture of initial and non-initial letters
 - AIDS: **a**cquired **i**mmunode**f**iciency **s**yndrome
 - Necco: **N**ew **E**ngland **C**onfectionery **C**ompany
 - Radar: **r**adio **d**etection **a**nd **r**anging

- Pronounced as a word or as a string of letters, depending on speaker or context
 - FAQ: ([fæk] or *ef-ay-cue*) frequently asked question
 - IRA: When used for Individual Retirement Account, can be pronounced as letters (*i-ar-a*) or as a word ['airə].
 - SAT(s): ([sæt] or *ess-ay-tee*) (previously)
 - Scholastic Achievement (or Aptitude) Test(s) (US) (*now claimed not to stand for anything*) or
 - Standard Assessment Test(s) (UK)
 - SQL: ([si:kwəl] or *ess-cue-el*) Structured Query Language.
- Pronounced as a combination of spelling out and a word
 - CD-ROM: (*cee-dee-[rɒm]*) Compact Disc read-only memory
 - IUPAC: (*i-u-[pæk]*) International Union of Pure and Applied Chemistry
 - JPEG: (*jay-[pɛg]*) Joint Photographic Experts Group
 - SFMOMA (*ess-ef-[moumə]*) San Francisco Museum of Modern Art
 - MS-DOS: (*emm-ess-[dɒs]*) Microsoft Disk Operating System
- Pronounced only as a string of letters
 - BBC: British Broadcasting Corporation
 - OEM: original equipment manufacturer
 - USA: The United States of America
- Pronounced as a string of letters, but with a shortcut

- AAA:
 - (*triple A*) American Automobile Association; abdominal aortic aneurysm; anti-aircraft artillery; Asistencia, Asesoría y Administración
 - (*three As*) Amateur Athletic Association
- IEEE: (*I triple E*) Institute of Electrical and Electronics Engineers
- NAACP: (*N double A C P*) National Association for the Advancement of Colored People
- NCAA: (*N C double A* or *N C two A* or *N C A A*) National Collegiate Athletic Association
- Shortcut incorporated into name
 - 3M: (*three M*) originally Minnesota Mining and Manufacturing Company
 - (ISC): (*ISC-squared*) International Information Systems Security Certification Consortium
 - W3C: (*W three C*) World Wide Web Consortium
 - C4ISTAR: (*C four I star*) Command, Control, Communications, Computers, Intelligence, Surveillance, Target Acquisition, and Reconnaissance
- Multi-layered acronyms
 - NAC Breda: (Dutch football club) NOAD ADVENDO Combinatie ("NOAD ADVENDO Combination"), formed by the 1912 merger of two clubs from Breda:

- NOAD
(*Nooit Opgeven Altijd Doorgaan* "Never give up, always persevere")
- ADVENDO
(*Aangenaam Door Vermaak En Nuttig Door Ontspanning* "Pleasant by entertainment and useful by relaxation")
- GAIM (former name of Pidgin): Gtk+ AOL Instant Messenger
- GIMP: GNU Image Manipulation Program
- VHDL: *VHSIC hardware description language*, where VHSIC stands for *very-high-speed integrated circuit*.
- Recursive acronyms, in which the abbreviation refers to itself
 - GNU: *GNU's not Unix!*
 - Wine: *Wine is not an emulator* (originally, *Windows emulator*)
 - These may go through multiple layers before the self-reference is found:
 - HURD: *HIRD of Unix-replacing daemons*, where "HIRD" stands for "HURD of interfaces representing depth"
- Pseudo-acronyms, which consist of a sequence of characters that, when pronounced as intended, invoke other, longer words with less typing
 - CQ: *cee-cue* for "seek you", a code used by radio operators
 - IOU: *i-o-u* for "I owe you" (the true acronym would be IOY)
 - K9: *kay-nine* for "canine", used to designate police units utilizing dogs

- Q8: *cue-eight* for "Kuwait"
- Abbreviations whose last abbreviated word is often redundantly included anyway
 - ATM machine: *automated teller machine* (machine)
 - E3 expo: *electronic entertainment expo* (expo)
 - HIV virus: *human immunodeficiency virus* (virus)
 - LCD display: *liquid crystal display* (display)
 - PIN number: *personal identification number* (number)
 - CAC card: *common access card* (card)

1. The usage of abbreviations and acronyms in the English language

Abbreviations in English were frequently used from its earliest days. In modern English there are several conventions for abbreviations, and the choice may be confusing. The only rule universally accepted is that one should be *consistent*, and to make this easier, publishers express their preferences in a style guide. Questions which arise include those in the following subsections.

Many British publications follow some of these guidelines in abbreviation:

- For the sake of convenience, many British publications, including the BBC and *The Guardian*, have completely done away with the use of full stops or periods in all abbreviations. These include:
- Social titles, like Ms or Mr (though these would usually not have had full stops—see above) Capt, Prof, *etc.*;
- Two-letter abbreviations for countries ("*US*", not "*U.S.*");
- Abbreviations beyond three letters (full caps for all except initialisms
 - Words seldom abbreviated with lower case letters ("*PR*", instead of "*p.r.*", or "*pr*")
 - Names ("*FW de Klerk*", "*GB Whiteley*", "*Park JS*"). A notable exception is *The Economist* which writes "*Mr F. W. de Klerk*".
 - Scientific units (see Measurement below).

Miscellaneous and general rules

- When abbreviating scientific units, no space is added between the number and unit (100mph, 100m, 10cm, 10°C). (This is contrary to the SI standard; see below.)
- A doubled letter appears in abbreviations of some Welsh names, as in Welsh the double "l" is a separate sound: "Ll. George" for (British prime minister) David Lloyd George.
- Some titles, such as "Reverend" and "Honorable", are spelt out when preceded by "the", rather than as "Rev." or "Hon." respectively. This is true for most British publications, and some in the United States.
- A repeatedly used abbreviation should be spelt out for identification on its first occurrence in a written or spoken passage. Abbreviations likely to be unfamiliar to many readers should be avoided.

Road sign in China—"km" is a symbol, not an abbreviation, as it is not a contraction of a Chinese word

Writers often use shorthand to denote units of measure. Such shorthand can be an abbreviation, such as "in" for "inch" or can be a symbol such as "km" for "kilometer".

The shorthand "in" applies to English only—in Afrikaans for example, the shorthand "dm" is used for the equivalent Afrikaans word "duim". Since both "in" and "dm" are contractions of the same word, but in different languages, they are abbreviations. A symbol on the other hand, defined as "Mark or character taken as the conventional sign of some object or idea or process" applies the appropriate shorthand by *substitution* rather than by *contraction*. Since the shorthand for kilometre (*quilômetro* in Portuguese or *χιλιόμετρο* in Greek) is "km" in both languages and the letter "k" does not appear in the expansion of either translation, "km" is a symbol as it is a substitution rather than a contraction. It is a logogram rather than an abbreviation.

2. The usage of abbreviations in the Uzbek language

Abbreviations are used so that spelling out a whole word could be avoided. This might be done to save time and space, and also to provide secrecy. And in the Uzbek language we use abbreviations broadly.

For example: Instead of *Birlashgan Millatlar Tashkiloti* we can say *BMT* or

Xalq Demokratik Partiyasi- XDP

IHT-Iqtisodiy Hamkorlik tashkiloti

JIMT-Jahon intellektual mulk tashkiloti

DTM-Davlat Test markazi

DTS-Davlat ta'lim standartlari

DAN-Davlat Avtomobil nazorati

FTDQ-Fan va texnika davlat qo'mitasi

There are many methods of shortening words in the Uzbek language:

- Can be formed from the first letters of components:

f.e: *BMT, AQSH, MDH, XDP*

- Can be formed from the first syllable of the word, and the first letters of other words:

f.e: *O'zROAK-O'zbekiston Respublikasi Oliy Attestatsiya komissiyasi*

or: *SamDU, ToshDU*

- Can be formed from the first parts of the words:

f.e: *matfak, pedfak*

- Can be formed from the first part, then the full form of the word:

f.e: *O'zmevaxolding, pedkollej*

One of the main features of the abbreviations in the Uzbek language is that, especially, they are used in written style but in an oral speech.

After the Independence of Uzbekistan the relations with other countries have developed, many companies co-operation with other countries has been built that's why the usage of abbreviations has become more frequent.

f.e: *O'zDEUavto, O'zmashxolding, Anteks, SamKOCHavto*

We know that in the English language initials are the subgroups of abbreviations but in Uzbek we mustn't confuse the abbreviations with these occurrences:

- Initials, in the Uzbek language is considered only the first letters of the person's and his father's name

f.e: *N.B Qurbonova, A.K Safarov*

- The shortened form of the measurement aren't considered abbreviations

f.e: *sm, km, kg, ga*

Also shortened forms like *s.t-so 'z turkumi*, *sh.k- shu kabilar*, *A.Q-Abdulla Qodiriy* aren't abbreviations.

Abbreviations themselves are learnt in morphology, but their spelling in orthography. They are always written together not separately. In the English language we can use a period, but in the Uzbek language we can't.

F.e: In English *Pop. U.S.A* but in Uzbek *BMT, MDH*

The usage of abbreviations in different languages

Syllabic abbreviations are not widely used in English or French. The United States Navy, however, often uses syllabic abbreviations, as described below, and some UK government ministries such as Ofcom (*Office of Communications*) and Oftel (*Office of Telecommunications*) do use this style.

On the other hand, they prevailed in Germany under the Nazis and in the Soviet Union for naming the plethora of new bureaucratic organisations. For example, *Gestapo* stands for *Geheime Staats-Polizei*, or "secret state police". Similarly, Leninist organisations such as the *Comintern* (*Communist International*) and *Komsomol* (*Kommunisticheskii Soyuz Molodyozhi*, or "Communist youth union") used Russian language syllabic abbreviations. This has caused syllabic abbreviations to have negative connotations (as in Orwell's *Newspeak*), notwithstanding that such abbreviations were used in Germany even before the Nazis came to power, e.g., *Schupo* for *Schutzpolizei*.

Syllabic abbreviations were also typical for the German language used in the German Democratic Republic, e.g. *Stasi* for *Staatssicherheit* ("state security", the secret police) or *Vopo* for *Volkspolizist* ("people's policeman"). Other uses are in company or product names such as Aldi, Agfa, Hanuta or Haribo.

Syllabic abbreviations are *de rigueur* in Spanish; examples abound in organization names such as Pemex for *Petróleos Mexicanos* ("Mexican Petroleums") or

Fonafifo for *Fondo Nacional de Financimiento Forestal* (National Forestry Financing Fund).

East Asian languages whose writing systems use Chinese characters form abbreviations similarly by using key Chinese characters from a term or phrase. For example, in Japanese the term for the United Nations, *kokusai rengō* (国際連合) is often abbreviated *tokokuren* (国連). (Such abbreviations are called *ryakugo* (略語) in Japanese; see also Japanese abbreviated and contracted words). The syllabic abbreviation is frequently used for universities: for instance, *Běidà* (北大) for *Běijīng Dàxué* (北京大学, Peking University) and *Tōdai* (東大) for *Tōkyō daigaku* (東京大学, University of Tokyo). The English phrase "Gung ho" originated as a Chinese abbreviation.

Conclusion

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