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Course paper

Shortening and its peculiarities in English

Written by: Mustafina R.G.
Scientific adviser: Muminov O.M.

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Introduction

The work is composed onto three major parts: introduction, main part and conclusion. Each part has its subdivision onto the specific thematically items. There are two points in the introductory part: the first item tells about general content of the work while the other gives us the general explanation of the lexicology phenomenon of shortening in a language.

The main part bears the eight point in itself. The first point explains the shortening of spoken words in particular. The second item analyzes the phenomenon of geographical abbreviations and acronyms. In the third point we study abbreviations as the major way of shortening. In the fourth paragraph of the course paper we deal with the secondary ways of shortening: sound interchange and sound imitation. The fifth paragraph takes into consideration the question of Blending of words. The sixth item shows us the back formation examples. The last paragraph of the main part analyzes the homonymy influence into the appearing of shortening.

The conclusion of this work sums up the ideas discussed in the main part and shows the ways of implying of the work.

Common characteristics of the work

Our intention in this work is to provide the detailed explanation for the Abbreviations. The emphasis will be on the definitions given by different lexicologists, on the origin, structure and style usage of them.

The topic of the present bachelor's paper is the significance of abbreviation-process impact on the modern English language in conditions of the world integration and globalization in the course of human activities. All people round the world have the tendency to short the lexical units. The peculiarities of development of the medium by which speakers of a language communicate their thoughts and feelings to others, the tool with which they conduct their business or the government, and the vehicle by which the science, the culture has been transmitted is surely worth of study. It is reasonable to assume that a liberally educated person should know something of the conventions of the foreign language we learn, the lexical changes of its vocabulary together with the sources from which that vocabulary has been enriched.

All the above-mentioned aspects are gathered under the single name of the English language in the present work thus it is fruitful to discuss and examine in most detail the evolution of the modern English language which is marked by the greatest influence of abbreviations.

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.

There are also linguistic causes of abbreviating words and word-groups, such as the demand of rhythm, which is satisfied in English by monosyllabic words. When borrowings from other languages are assimilated in English they are shortened. Here we have modification of form on the basis of analogy, e.g. the Latin borrowing «fanaticus» is shortened to «fan» on the analogy with native words: man, pan, tan etc.

They have been readily accepted by the people and handed down to the present day, because they have a universal value. We can find abbreviations, which fit any business situation and this gives them general application.

Abbreviations are used to save time and space, and to make long names of organizations and long technical terms easier to remember and less tedious to refer to repeatedly in an extended piece of writing such as a newspaper article or

textbook. In such contexts, if the abbreviation is not a very common one, the long name or technical term is often given in full at the first mention, with the abbreviation in brackets after it. After that just the abbreviation is used.

The actuality of the given Graduation Paper is caused by the dynamics of the development of modern English.

Abbreviations, the subject of our analysis, make our life easier. However, when using them, we shouldn't overdo it. The abbreviations are the most intensively developing units of English. Consequently, there is the distinctive interest to abbreviations in modern linguistics.

The chief purpose of this paper is to treat the above-mentioned lexical group in order to demonstrate the significance of impact of the abbreviation forms on the English language and to prove the fact that this influence is mostly distinctive feature of the vocabulary of the language. The principle objectives are as following: to show the significance of abbreviation forms considering the texts of various functional styles, predominantly official one.

The structure of the work is as follows. It comprises the theoretical part, the analytical (practical) part, the conclusion, appendix and bibliography.

The theoretical part (The First Chapter) embraces seven units according to the main characteristics of abbreviations and their appliance in modern English. It concerns the classification groups of abbreviations and the main differences between them, which are divided into several groups:

- Graphical abbreviations;
- Types of initials, peculiarities of their pronunciation;
- Lexical shortenings of words, their reference to styles;
- Blends;
- Back formation;
- The peculiarities of appliance of abbreviations in modern English.

In the Graduation Paper we will base ourselves upon the definitions given by different specialists, and as a conclusion we will give our own definition of abbreviations. The examination of the Structure of abbreviations will be based on the works of V. Adams, R.W. Burchfield, G. Canon, O. Jespersen, Ph. Howard, D.W. Maurer, F.C. High, S. Potter, R. Quirk and M. Schlauch.

The first chapter gives us a notion of the major characteristics of the abbreviations and of the main ways of their formation in modern English. This chapter is also devoted to delivering of classification of the abbreviations and the main differences between them. Our study helps to follow the stylistic peculiarities and functions of the abbreviations in modern English.

The analytical part of the present work (The second Chapter) investigates the stylistic functions of the abbreviations in modern English. According to the texts belonging to various functional styles of official speech, namely the publicist (newspaper) style and the scientific style were defined the following groups of abbreviations:

- Common abbreviations;
- Abbreviations as scientific words;
- Abbreviations of American origin;

- Innovations in American English;
- Abbreviations as lexical units of business English;
- The most common acronyms in the areas of networks.

The study of publicist style and of the most common acronyms in the areas of networks rests on the analysis of newspaper article entitled “The Evolution of Third-generation Cellular Standards”. The analysis of the rest abbreviation groups in scientific texts is based on the analysis of the dictionaries: Bloomsbury Dictionary of New Words; The Concise Oxford Dictionary of Current English; The Longman Register of New Words; Longman Dictionary of Phrasal Verbs; Longman Lexicon of Contemporary English; Webster’s New World Dictionary of American English; Trofimova Z. Dictionary of New Words and New Meanings.[1]

To say in brief the practical part (the second chapter) will be devoted to demonstration of stylistic functions of abbreviated forms in modern English. Our investigation also identifies and formulates the basic characteristics and tendencies of English shortenings. The method that has been adopted to explore the topic and carry out the analysis combines descriptive, historical and comparative approaches. In the conclusion the major results of the investigation will be assessed and summarized. The present graduation paper provides the list of references and bibliography.

Chapter I

The main characteristics of abbreviations and their appliance in modern English

§ 1.1. Classification groups of abbreviations, the main differences between them

Every day more and more abbreviations appear, and old ones die. No sooner had we learned to refer to the Common Market as the EC rather than the EEC, than it became the EU.

Generally it is acceptable to write abbreviations either with or without full stops, but the trend is towards leaving them out, as in BBC or Prof S. Potter.[2] Punchy writing such as that found in advertisements tends to leave out full stops, whereas formal non-technical writing is more traditional, and full stops are often used.

There are various kinds of abbreviation. The most common is the set of initials, for example DIY for Do It Yourself, DSS for Department of Social

Security, gbh for grievous bodily harm, JCB for a machine invented by Joseph Cyril Bamford.

Some abbreviations are the first part of a longer word and are pronounced as words, not said as a sequence of letters of the alphabet. Examples are ad and advert from advertisement, bra from brassière, gym from gymnasium, and limo from limousine.

Other abbreviations made by cutting off the end of the word are not used in speech, for example adv for adverb and cont for continued. If these need to be read aloud, they are read as the unabbreviated full forms.

Some words lose bits in the middle. Bdg stands for building; Chas for Charles. Dr, ft, Mr, and Mrs are other examples. These are read aloud as their unabbreviated full forms.

A few words lop off the first part, for example bus and plane, though these are now so well established that they are really no longer thought of as reduced forms, but as words in their own right.

There is a significant proportion of abbreviations which it is possible for an English speaker to pronounce as words rather than as sequences of letters of the alphabet. For example, NATO is said [nay-toe] and never [en eh tee oh]. Sets of initials like NATO, and new forms made up of the first parts of two or more words, such as OXFAM, are called acronyms. Further examples are UNESCO, Amstrad, GATT, ACORN, dinky, Aids, laser, ERNIE, and CLEAR. A few abbreviations are pronounced both ways, VAT being the prime example.

Acronyms are often new words. [3]The word Nato did not exist before it began to be used as a quick way of referring to the North Atlantic Treaty Organization. It is not, in fact, a very typical English word, although it is easy enough for English speakers to pronounce. COHSE, the Confederation of Health Service Employees, looks un-English, but is pronounced [cosy].

Laser, on the other hand, looks thoroughly at home in English. There are probably many people who are quite unaware that it is an acronym, derived from: light amplification by stimulated emission of radiation. The fact that it is not written in capital letters, and is a common noun rather than the name of an organization, also helps to disguise it. This is the sort of acronym that easily makes its way into a dictionary. Yuppie, from: young upwardly mobile professional; and radar, from: Radio Detection and Ranging, are other examples.

Some acronyms are existing words taken over as more easily used alternatives to full forms, ACORN, for example, which stands for: A Classification of Residential Neighborhoods, a sampling system based on different kinds of dwelling; or AIDS, from: acquired immune deficiency syndrome; or WASP, from: White Anglo-Saxon Protestant.

Some organizations deliberately choose terms for products, projects, or equipment so that the initials will make an existing name. An example of this is ERNIE, from: Electronic Random Number Indicator Equipment. This is the machine that chooses the winners of Premium Bonds. A TESSA is a Tax Exempt Savings Bond. These short and friendly-sounding names suggest something

pleasant and accessible. Another case of image manipulation by acronym is the choice of the title Fast Reactor Experiment, Dounreay to give FRED.

Campaigning organizations, in particular, choose names to yield an acronym that is suggestive of their aims. ASH, Action on Smoking and Health wants people to stop smoking; GASP is the Group Against Smog Pollution; SCUM, the Society for Cutting Up Men, wants to attract your attention.

The form in which acronyms are written varies. The small number that are common nouns rather than names are often found in small letters, and become indistinguishable from words. These are nouns such as laser, radar, and aids. The plural is made, as with most ordinary words, by simply adding s, for example KOs, JCBs, lasers. No apostrophe is needed.[4]

Names of organizations are most often written as a string of capital letters without full stops, but practice is variable, and you may see Unesco or UNESCO as well as UNESCO. You may even see U.N.E.S.C.O..

Note that not all abbreviations that could be acronyms are so in fact. BA, for example, is always said [bee eh] and never [bar]. A particularly interesting case is ETA. When it means 'Estimated Time of Arrival' it is an abbreviation, and is pronounced [ee tee eh], but when it stands for the Basque separatist group it is an acronym, and is pronounced [etter], to rhyme with better.

There are two main types of shortenings in modern lexicology: graphical and lexical. Initialisms are the bordering case between graphical and lexical abbreviations. [5]

§ 1.2. Graphical abbreviations

Graphical abbreviations are the result of shortening of words and word-groups only in written speech while orally the corresponding full forms are used. They are used for the economy of space and effort in writing.

The oldest group of graphical abbreviations in English is of Latin origin. In Russian this type of abbreviation is not typical. In these abbreviations in the spelling Latin words are shortened, while orally the corresponding English equivalents are pronounced in the full form, e.g. for example (Latin *exempli gratia*), a.m. - in the morning (*ante meridiem*), No - number (*numero*), p.a. - a year (*per annum*), d - penny (*dinarius*), lb - pound (*libra*), i. e. - that is (*id est*) etc.

Some graphical abbreviations of Latin origin have different English equivalents in different contexts, e.g. p.m. can be pronounced «in the afternoon» (*post meridiem*) and «after death» (*post mortem*).

There are also graphical abbreviations of native origin, where in the spelling we have abbreviations of words and word-groups of the corresponding English equivalents in the full form. We have several semantic groups of them :[6]

- a) days of the week, e.g. Mon - Monday, Tue - Tuesday etc
- b) names of months, e.g. Apr - April, Aug - August etc.
- c) names of counties in UK, e.g. Yorks - Yorkshire, Berks -Berkshire etc
- d) names of states in USA, e.g. Ala - Alabama, Alas - Alaska etc.
- e) names of address, e.g. Mr., Mrs., Ms., Dr. etc.
- f) military ranks, e.g. capt. -captain, col. - colonel, sgt - sergeant etc.

g) scientific degrees, e.g. B.A. - Bachelor of Arts, D.M. - Doctor of Medicine . (Sometimes in scientific degrees we have abbreviations of Latin origin, e.g., M.B. - *Medicinae Baccalaurus*).

h) units of time, length, weight, e.g. f. / ft -foot/feet, sec. - second, in. -inch, mg. - milligram etc.

The reading of some graphical abbreviations depends on the context, e.g. «m» can be read as: male, married, masculine, metre, mile, million, minute, «l.p.» can be read as long-playing, low pressure.

§ 1.3. Types of initials, peculiarities of their pronunciation

Initialisms are the bordering case between graphical and lexical abbreviations.[7] When they appear in the language, as a rule, to denote some new offices they are closer to graphical abbreviations because orally full forms are used, e.g. J.V. - joint venture. When they are used for some duration of time they acquire the shortened form of pronouncing and become closer to lexical abbreviations, e.g. BBC is as a rule pronounced in the shortened form.

In some cases the translation of initialisms is next to impossible without using special dictionaries. Initialisms are denoted in different ways. Very often they are expressed in the way they are pronounced in the language of their origin, e.g. ANZUS (Australia, New Zealand, United States) is given in Russian as АНЗУС, SALT (Strategic Arms Limitation Talks) was for a long time used in Russian as СОЛТ, now a translation variant is used (ОСВ -Договор об ограничении стратегических вооружений). This type of initialisms borrowed into other languages is preferable, e.g. UFO - НЛО, СП - JV etc.

There are three types of initialisms in English:[8]

a) initialisms with alphabetical reading, such as UK, BUP, CND etc

b) initialisms which are read as if they are words, e.g. UNESCO, UNO, NATO etc.

c) initialisms which coincide with English words in their sound form, such initialisms are called acronyms, e.g. CLASS (Computer-based Laboratory for Automated School System).

Some scientists unite groups b) and c) into one group which they call acronyms.

Some initialisms can form new words in which they act as root morphemes by different ways of wordbuilding:

a) affixation, e.g. AWALism, ex-rafer, ex- POW, to waafize, AIDSophobia etc.

b) conversion, e.g. to raff, to fly IFR (Instrument Flight Rules),

c) composition, e.g. STOLport, USAFman etc.[9]

d) there are also compound-shortened words where the first component is an initial abbreviation with the alphabetical reading and the second one is a complete word, e.g. A-bomb, U-pronunciation, V -day etc. In some cases the first component is a complete word and the second component is an initial abbreviation with the alphabetical pronunciation, e.g. Three -Ds (Three dimensions) - стереофильм.

§ 1.4. Lexical shortenings of words, their reference to styles

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. In such cases as »fantasy» and «fancy», «fence» and «defence» we have different lexical meanings. In such cases as «laboratory» and «lab», we have different styles.

Abbreviation does not change the part-of-speech meaning, as we have it in the case of conversion or affixation, it produces words belonging to the same part of speech as the primary word, e.g. prof is a noun and professor is also a noun. Mostly nouns undergo abbreviation, but we can also meet abbreviation of verbs, such as to rev from to revolve, to tab from to tabulate etc. But mostly abbreviated forms of verbs are formed by means of conversion from abbreviated nouns, e.g. to taxi, to vac etc. Adjectives can be abbreviated but they are mostly used in school slang and are combined with suffixation, e.g. comfy, dilly, mizzy etc. As a rule pronoun, numerals, interjections, conjunctions are not abbreviated. The exceptions are: fif (fifteen), teen-ager, in one's teens (aphaeresis from numerals from 13 to 19).

Lexical abbreviations are classified according to the part of the word which is clipped. Mostly the end of the word is clipped, because the beginning of the word in most cases is the root and expresses the lexical meaning of the word. This type of abbreviation is called apocope. Here we can mention a group of words ending in «o», such as disco (discothèque), expo (exposition), intro (introduction) and many others. On the analogy with these words there developed in Modern English a number of words where «o» is added as a kind of a suffix to the shortened form of the word, e.g. combo (combination) - небольшой эстрадный ансамбль, Afro (African) -прическа под африканца etc. In other cases the beginning of the word is clipped. In such cases we have aphaeresis, e.g. chute (parachute), varsity (university), copter (helicopter), thuse (enthuse) etc. Sometimes the middle of the word is clipped, e.g. mart (market), fanzine (fan magazine) maths (mathematics). Such abbreviations are called syncope. Sometimes we have a combination of apocope with aphaeresis, when the beginning and the end of the word are clipped, e.g. tec (detective), van (avanguard) etc.

Sometimes shortening influences the spelling of the word, e.g. «c» can be substituted by «k» before «e» to preserve pronunciation, e.g. mike (microphone), Coke (coca-cola) etc. The same rule is observed in the following cases: fax (facsimile), teck (technical college), trunk (tranquilizer) etc. The final consonants in the shortened forms are substituted by letters characteristic of native English words.

In the modern English society there is a tendency to social stratification, as a result there are neologisms in this sphere as well, e.g. belonger - представитель среднего класса, приверженец консервативных взглядов.[10] To this group we can also refer abbreviations of the type yuppie /young urban professional people/, such as: muppie, gruppie, rumpie, bluppie etc. People belonging to the lowest layer of the society are called survivors, a little bit more prosperous are called

sustainers, and those who try to prosper in life and imitate those, they want to belong to, are called emulators. Those who have prospered but are not belongers are called achievers. All these layers of society are called VAL /Value and Lifestyles/.

The rich belong also to jet set that is those who can afford to travel by jet planes all over the world enjoying their life. Sometimes they are called «jet plane travellers».

During Margaret Thatcher's rule the abbreviation PLU appeared which means «People like us» by which snobbistic circles of society call themselves. Nowadays /since 1989/ PLU was substituted by «one of us».

There are also abbreviations of different types, such as resto, teen /teenager/, dinky /dual income no kids yet/, ARC /AIDS-related condition, infection with AIDS/, HIV /human immuno-deficiency virus/.

Quite a number of neologisms appear on the analogy with lexical units existing in the language, e.g. snowmobile /automobile/, danceaholic /alcoholic/, airtel /hotel/, cheeseburger /hamburger/, autocade /cavalcade/.

We can find the following lexical units of common usage:[11]

aggro /aggression/

Algol /algorhythmic language/

apex /eipeks/ - advanced purchased excursion/ payment for an excursion
ninety days before the time of excursion/

A-day /announcement Day - day of announcing war/

AID /artificial insemination by a donor/

AIDS /acquired immunity deficiency syndrome/

Ala /Alabama/

a.s.a.p. /as soon as possible/

Bar-B-Q, barb /barbecue/

to baby-sit /baby-sitter/

A-level /advanced level/

BC /birth certificate/

Burger /hamberger/ Camford, Oxbridge

CALL /computer-assisted language learning/

CAT /computer-assisted training/

cauli /cauliflower/ COD /cash on delivery/

COBOL /k ubol/ /common business-oriented language/

Comp /komp, k mp/ /accompaniment/

DINKY /double income, no kids yet/

E-Day /entrance day

Common Market - /expo/exposition/

edbiz/ educational business/

El-hi /elementary and high

Schools/, ex lib/ex libris/ /from the library of/

Etc Euratom fax /facsimile/

G-7 /group of seven: GB, Germany, Japan, France, Canada, Italy, Spain/.

FORTTRAN /formula translation/.

§ 1.5. Blends

Blends are words formed from a word-group or two synonyms.[12] In blends two ways of word-building are combined: abbreviation and composition. To form a blend we clip the end of the first component (apocope) and the beginning of the second component (aphaeresis). As a result we have a compound- shortened word. One of the first blends in English was the word «smog» from two synonyms: smoke and fog which means smoke mixed with fog. From the first component the beginning is taken, from the second one the end, «o» is common for both of them.

Blends formed from two synonyms are: slanguage, to hustle, gasohol etc. Mostly blends are formed from a word-group, such as: acromania (acronym mania), cinemadict (cinema adict), chunnel (channel, canal), dramedy (drama comedy), detectifiction (detective fiction), faction (fact fiction) (fiction based on real facts), informecial (information commercial), Medicare (medical care), magalog (magazine catalogue) slimnastics (slimming gymnastics), sociolite (social elite), slanguist (slang linguist) etc.

§ 1.6. Back formation

It is the way of word-building when a word is formed by dropping the final morpheme to form a new word. It is opposite to suffixation that is why it is called back formation. At first it appeared in the language as a result of misunderstanding the structure of a borrowed word. Prof. Silis explains this mistake by the influence of the whole system of the language on separate words.[13] E.g. it is typical of English to form nouns denoting the agent of the action by adding the suffix -er to a verb stem (speak- speaker). So when the French word «beggar» was borrowed into English the final syllable «ar» was pronounced in the same way as the English -er and Englishmen formed the verb «to beg» by dropping the end of the noun. Other examples of back formation are: to accreditate (from accreditation), to bach (from bachelor), to collocate (from collocation), to enthuse (from enthusiasm), to compute (from computer), to emote (from emotion) to reminisce (from reminiscence), to televise (from television) etc.

As we can notice in cases of back formation the part-of-speech meaning of the primary word is changed, verbs are formed from nouns.

§ 1.7. The peculiarities of appliance of abbreviations in modern English

Newspaper style has the specific peculiarities, which influence the process of translation. The purpose of materials of this style is in going certain information from the certain point of view and reaching the desired influence on the reader. Newspaper carry information which differs from the one about science and technique, in particular, they speak about the phenomena, understandable to a layer of non-specialists, directly or indirectly connected with their lives and interests. As the main purpose of the style is in giving the certain facts, it demands the usage of exact notions and phenomena. Hence we have an important role of terms and names, pointing directly to the object of an idea.

Political terminology, which is especially characteristic for newspaper style, has the same main features, peculiar to the terminology of science and technique. At the same time there are some differences between them, connected with a less strictness and regulation of systems of terms in social and political sphere, and also with the dependence of notions of some terms on corresponding ideological concepts. In materials of newspaper style we can often meet polysemantic terms, terms-synonyms, abbreviations of terms and names.

The term “state” in political terminology of the USA can have two meanings “государство” и «штат». Both the state and Federal authorities are bent on establishing a police state. In the first case the term “state” stands in one row with an adjective “federal” and means “правительство штатов” in contrast to “правительство всей страны”. In the second case “state” is used in the meaning of “государство”. Terms which are widely known, are often used in the text in a shortened form:

E.g. Youth is also virtually excluded from congress, the average age of members of the Senate being 56 years and of the House 51 years.

Here we can see the usage of shortened term “House” instead of full term “The House of Representatives”. One and the same term can have different meaning; it depends on the ideological trend of the text it is used in. The term “idealism” can be used in philosophical meaning as the name of the outlook, opposed to materialism, and have positive or negative sense which depends on the ideological position of an author. But it is more frequently used in positive sense, correlating directly with the concept ideals- идеалы with the meaning of serving high ideals.

E.g. The foreign Secretary’s most elaborate and numerous speeches seem to prove that idealism in his guiding star.

Wide usage of personal names, names of companies, geographical names in the newspaper style make concrete the report and refer the given information to the certain, persons, institutions or regions. This fact presupposes the Receptor’s essential preliminary knowledge, which allows him to find the connection between the name and the naming object.

So, English Receptor knows well even without the context that Park Lane is the street, Piccadilly Circus is the place, and Columbia Pictures is the film company. Names of persons and other names are often used in newspaper materials in the form of abbreviations. These abbreviations can often be unfamiliar to the wide circle of readers and their meanings are given in the same note or report.

E.g. AFLCIO = American Federation of Labor Congress of Industrial Organizations,

E.g. GOP = Grand Old (Republican) Party,

E.g. DD = Defense Department.

As far as we understand, they are divided into several groups.

a) Surnames and names of famous political figures:

E.g. JFK = John F. Kennedy , Rocky = Rockefeller.

b) Geographical names:[14]

AFEW - AIDS Foundation East-West
AIDS - Acquired Immune Deficiency Syndrome
ARV - Antiretroviral
CBF - Central Bureau for Fundraising
CEE - Central and Eastern Europe(an)
DCCA - Development and Co-operation in Central Asia
DfID - UK's Department for International Development
EJAF - Elton John AIDS Foundation
FSU - Former Soviet Union
GG&GD - Municipal Health Service, Amsterdam, The Netherlands
GIDO - Group of International Donor Organizations
HIV - Human Immunodeficiency Virus
HR - Harm Reduction
IDU - Injecting Drug User(s)
INTRAC - International NGO Training and Research Centre
KAPB - Knowledge, attitude, practices and behavior surveys
KNCV - Royal Netherlands Tuberculosis Association
MATRA - Maatschappelijke Transitie (Dutch Ministry of Foreign Affairs)
MSF-H - Medecins Sans Frontieres – Holland
MTCT - Mother-to-child transmission of HIV
NGO - Non-governmental organisation
NIS - Newly Independent States (of the former Soviet Union)
NOVIB - Oxfam, The Netherlands
OSCE - Organization for Security and Co-operation in Europe
OSI - Open Society Institute
PLWHA - Person(s) living with HIV/AIDS
POBB - Project Ondersteuning Buitenlandse Zaken (Dutch Ministry of Foreign Affairs)
RF - Russian Federation
SIDA - Swedish International Development Agency
STI - Sexually transmitted infection(s)
TACIS/EU - Technical Assistance to the Commonwealth of Independent States/European Union
TAMPEP - Transnational AIDS/STI Prevention Among Migrant Prostitutes in Europe Project
TB - Tuberculosis
UN - United Nations
UNAIDS - Joint United Nations Programme on HIV/AIDS
UNGASS - United Nations General Assembly Special Session
USAID - United States Agency for International Development
WHO - World Health Organization.
c) Titles before names:[15]

Mrs., Mr., Ms., Prof., Dr., Gen., Rep., Sen., St. (for Saint).

Notice that Miss is not an abbreviation, so we don't put a period after it. Ms. is not an abbreviation, either, but we do use a period after it — probably to keep it consistent with Mr. and Mrs.

The plural of Mr. is Messrs. (We invited Messrs. Carter, Lincoln, and Ford.) The plural of Dr. is Drs. (We consulted Drs. Carter, Lincoln, and Ford.) The plural of Mrs. is Mmes or Mmes. (with or without the period).

In most formal prose, we do not use titles, abbreviated or otherwise, with individuals. Ms. Emily Dickinson is simply Emily Dickinson, and after the first use of her full name, Dickinson will do (unless we need Emily to avoid confusion with other Dickinson's).

The abbreviations Rev. and Hon. (for Reverend and Honorable) are not, strictly speaking, titles; they are adjectives. In informal language or when we're trying to save space or make a list, we can write Rev. Alan B. Darling and Hon. Francisco Gonzales. In formal text, we would write "the Reverend Alan B. Darling" and "the Honorable Francisco Gonzales" (i.e., it's not a good idea to abbreviate either Reverend or Honorable when these words are preceded by "the"). Incidentally, we cannot say "We invited the reverend to dinner" and only a cad would invite "the rev."

d) Titles after names:[16]

Sr., Jr., Ph.D., M.D., B.A., M.A., D.D.S.

These are standard abbreviations, with periods. The APA Publication Manual recommends not using periods with degrees; other reference manuals do recommend using periods, so use your own judgment on this issue. All sources advise against using titles before and after a name at the same time (i.e., she can be Dr. Juanita Espinoza or Juanita Espinoza, PhD, but she cannot be Dr. Juanita Espinoza, PhD). And we do not abbreviate a title that isn't attached to a name: "We went to see the doctor (not dr.) yesterday."

The Chicago Manual of Style recommends not using a comma to separate the Jr./Sr./III from the last name, but you should follow the preferences of the individual if you know those preferences. If you list a "junior" with his spouse, the "Jr." can go after both names, as in "Mr. and Mrs. Arthur C. Banks Jr." or "Mr. Arthur C. Banks Jr. and Gloria Banks — but not Arthur C. and Gloria Banks Jr. You should avoid using a "Jr." or "Sr." when you have only the last name — Mr. Banks Jr.

e) Names of familiar institutions — UConn, MIT, UCLA, CIA, FBI, NATO; countries - U.S.A., U.K.; corporations — IBM, CBS, NPR, CNN, ITT; famous people — LBJ, FDR, JFK, MLK; very familiar objects — TV, VCR, CD-ROM.

Notice that U.S.A. can also be written USA, but U.S. is better with the periods. Also, we can use U.S. as a modifier (the U.S. policy on immigration) but not as a noun (He left the U.S. U.S.A.).

f) Terms of mathematical units: 15 in., 15 ft, 15 kg, 15 m, 15 lb

Generally, you would use these abbreviations only in technical writing. There is a space between the number and the abbreviation. Notice that we do not put an s after such abbreviations even when the plural is indicated. Also, we do not

use a period with such abbreviations except for in. when it might be confused with the preposition in.

When the term of measurement is used as a modifier, we put a hyphen between the number and the term of measurement: a 15-ft board, a 6-lb line, etc.

g) Long, common phrases, [17]

such as IQ (Intelligence Quotient), rpm (revolutions per minute), mph (miles per hour), and mpg (miles per gallon).

Such abbreviations are acceptable even in formal academic text and may be used without periods.

h) Words used with numbers: He left at 2:00 a.m. She was born in 1520 B.C.

Either lower or upper case letters can be used with A.M., a.m., P.M., p.m. The abbreviation B.C. (before Christ) is used after the date; A.D. (anno domini, "in the year of the Lord") appears before the date. The abbreviations B.C. and A.D. are sometimes replaced with B.C.E. (before the Common Era) and C.E. (Common Era), both used after the date (although one must add that those abbreviations are neither widely used nor commonly understood). Sometimes you will see 790 BC and AD 78 written without periods and written in SMALL CAPS. Note that many style books are now recommending SMALL CAPS for all appearances of acronyms, such as NAACP or NCAA. The effect of this practice is to allow the acronym to blend more smoothly with the rest of the text.

It is considered bad form to use these abbreviations without a specific number attached to them: "We'll do this in the a.m." or "We'll do this tomorrow a.m."

i) Common Latin terms: [18]

etc. (et cetera — and so forth), i.e. (id est — that is), e.g. (exempli gratia — for example), et al. (et alii — and others).

The abbreviation i.e. (i.e., that is) is often confused with other abbreviations (e.g., e.g.). The i.e. generally is used to introduce matter that is explanatory as opposed to being the name of an example or list of examples. If you can say for example as a substitute for the abbreviation, you want to use e.g., not i.e. Do not italicize or underline these abbreviations. Most sources recommend avoiding the use of Latin abbreviations except within parenthetical notes and some sources say not to use Latin abbreviations at all (use the English terms instead) except within citations or reference lists. Good advice.

The Chicago Manual of Style recommends using a comma after i.e. or e.g. in order to set off those abbreviations as introductory modifiers. Other resources say not to bother with the comma, but the comma makes good sense.

j) Names of states and territories[19]

in references and addresses, but not in normal text. Abbreviations accepted by the U.S. Postal Service (including abbreviations for words like Boulevard and Alley) are listed online. Do not use state abbreviations simply to save time or space except in an address on an envelope or list. We do not use periods with state abbreviations: CT, NY, and NJ. We use D.C. after the name of the city within the District of Columbia: Washington, D.C.; the APA Manual does not use periods

with DC. The U.S. postal service, incidentally, does not insert a comma between the city and the abbreviated state name: Hartford CT, Portland OR — at least not in the addresses on envelopes.

Abbreviate "Saint" in U.S. place names, as in St. Louis and St. Petersburg, Florida, and the St. Lawrence River. For the same word in other countries, you might have to consult a good dictionary (one that contains place names): St./Saint Martin's in the Fields, Saint Moritz, Saint Lucia, Mont-Saint-Michel, Saint Petersburg (Russia). When the word Saint is used to refer to a holy person, spell out the word — Saint Theresa, Saint Francis of Assisi. If an institution is named after a saint, spell out the word Saint unless you have some reason to save space — Saint Francis Hospital, Saint Joseph College, Saint Joseph's University. It is wise, as always, to consult the actual institution. Colleges, universities, and hospitals named after Saint Mary are about evenly divided between St. and Saint, but in formal situations, Saint seems to be favored more frequently.

We shouldn't abbreviate the following:[20]

(In formal academic prose it is considered bad form to abbreviate words simply to save space, time, or energy.)

- Words such as through (thru), night (nite).
 - Days of the week or months of the year (in the normal flow of text).
 - Words at the beginning of a sentence.
 - People's names such as Chas. (for Charles) or Jas. (for James), unless those abbreviations have come to be accepted as nicknames for those particular individuals.
 - States' names such as Mass. (for Massachusetts) or Conn. (for Connecticut). When appropriate (as in the addresses for envelopes), use the U.S. postal service's approved two-letter abbreviations: MA, CT (without periods).
 - Courses such as econ (for economics) or poli sci (for political science).
- k) Spacing and Periods[21]

Abbreviations of units of measure are written without periods (with the exception of "in" when it could be confused with the preposition). We use periods for most lower-case abbreviations such as e.g. and i.e. and c.o.d. For very common abbreviations, leave out the periods, as in rpm and mph. When an abbreviation with a period ends a sentence, that period will suffice to end the sentence: He lives in Washington, D.C. Suffixes for people's names require periods: Joe Smith Jr. lives in Erie. In formal text it is not a good idea to abbreviate military titles — Lieutenant Colonel Chester Piascyk — but in informal text Lt. Col. Chester Piascyk would be acceptable. (Note the space after "Lt.") Academic degrees can be written with periods or not, but don't insert spaces — Ph.D. or PhD, M.B.A. or MBA — within the degree.

People's initials are usually followed by a period and a space — W. E. B. DuBois — but you need to be careful that a line-break doesn't come in the middle of someone's initials. (You can impose what is called a "forced space" or "non-breaking space" by holding down the option key while you hit the space bar.) You

will find exceptions to this rule in the way that some companies write their name: JCPenney (no spaces or periods), L.L. Bean (no space in the initials), etc. In normal text, writers can safely ignore corporate aberrations in spacing and capitalization. (Some editors write Harry S Truman without a period after the "S," because the initial didn't really stand for anything, but the Truman Presidential Museum and Library contends that that practice is silly. Still, you will often find Truman's name written sans period in highly regarded places.) When a person's initials stand alone — either as a nickname, "Come here, JT!" — or as a common shortcut — JFK (for John Fitzgerald Kennedy) or LBJ (for Lyndon Baines Johnson) — type them without spaces or periods. Professional designations such as CPA (Certified Public Accountant) or CLU (Certified Life Underwriter) are separated from the last name with a comma and are written without spaces or periods, as in Bertha Bigknot, CPA, unless the designation is accompanied by an academic degree, as in Foxy Reynard, Ph.D., and C.L.U.

Except in the business of formally citing material you've used in research, it's a good idea not to use et al. when you mean "and others." And don't use etc. as a lazy person's way of getting out of work. Spell out the word versus unless you're reporting game scores, when you would use vs.; when you're citing legal documents, use the abbreviation v.

Using articles with abbreviations and acronyms:[22]

One of the most often asked questions about grammar has to do with the choice of articles - a, an, the - to precede an abbreviation or acronym. Do we say an FBI agent or a FBI agent? Although "F" is obviously a consonant and we would precede any word that begins with "F" with "a," we precede FBI with "an" because the first sound we make when we say FBI is not an "f-sound," it is an "eff-sound." Thus we say we're going to a PTO meeting where an NCO will address us. We say we saw a UFO because, although the abbreviation begins with a "U," we pronounce the "U" as if it were spelled "yoo." Whether we say an URL or a URL, it depends on whether we pronounce it as "earl" or as "u*r*l."

Resume to the first Chapter:

Some organizations deliberately choose terms for products, projects, or equipment so that the initials will make an existing name. Campaigning organizations, in particular, choose names to yield an acronym that is suggestive of their aims. The form in which acronyms are written varies.

One problem with abbreviations that are pronounceable as words is that when you meet a new one in print, you may not know which way to say it. This is more of a problem now that all abbreviations, not just acronyms, tend to be written without full stops. A full stop after each letter usually means that the abbreviation is pronounced as a string of letters.

Graphical abbreviations are the result of shortening of words and word-groups only in written speech while orally the corresponding full forms are used. They are used for the economy of space and effort in writing.

There are also graphical abbreviations of native origin, where in the spelling we have abbreviations of words and word-groups of the corresponding English

equivalents in the full form. The oldest group of graphical abbreviations in English is of Latin origin. In Russian this type of abbreviation is not typical. The second one helps to follow the stylistic peculiarities and functions of the abbreviations in modern English.

Initialisms are the bordering case between graphical and lexical abbreviations. When they appear in the language, as a rule, to denote some new offices they are closer to graphical abbreviations because orally full forms are used, e.g. J.V. - joint venture. When they are used for some duration of time they acquire the shortened form of pronouncing and become closer to lexical abbreviations, e.g. BBC is as a rule pronounced in the shortened form.

In some cases the translation of initialisms is next to impossible without using special dictionaries. Initialisms are denoted in different ways. There are three types of initialisms in English: initialisms with alphabetical reading; initialisms which are read as if they are words; initialisms which coincide with English words in their sound form, such initialisms are called acronyms.

Abbreviation does not change the part-of-speech meaning, as we have it in the case of conversion or affixation, it produces words belonging to the same part of speech as the primary word. Mostly nouns undergo abbreviation, but we can also meet abbreviation of verbs. But mostly abbreviated forms of verbs are formed by means of conversion from abbreviated nouns. Adjectives can be abbreviated but they are mostly used in school slang and are combined with suffixation. As a rule, pronouns, numerals, interjections conjunctions are not abbreviated.

Lexical abbreviations are classified according to the part of the word which is clipped. Mostly the end of the word is clipped, because the beginning of the word in most cases is the root and expresses the lexical meaning of the word. This type of abbreviation is called apocope.

Chapter II

The stylistic functions of the abbreviations in modern English. Practical part

Here is a guide to the most important abbreviations and on how to use them. We should begin with examples of usage in official speech.

§ 2.1. Common abbreviations

Here are a few examples of abbreviations that are common in the English language.

FO Foreign Office

HO Home Office

BBC British Broadcasting Corporation

RAF Royal Air Force

i.e. id est (that is)

m.p.h. miles per hour

I.Q. Intelligence Quota

B&B Bed and Breakfast

DIY Do it Yourself

§ 2.2. Abbreviations as scientific words

CCAFS	Cape Canaveral Air Force Station
CCSDS	Consultative Committee for Space Data Systems
C&DH	command and data handling
CDU	command detector unit
DB/K	decibel per Kelvin
dBm	decibel referred to 1 milliwatt
deg	degree
DSN	Deep Space Network
DSS	Deep Space Station
EIRP	effective isotropic radiated power
ELS	eastern launch site
EMC	electromagnetic compatibility
EMI	electromagnetic interference
ENG	engineering-only telemetry data stream
ER	electron reflect meter
ERR	eastern range regulation
ESMC	Eastern Space and Missile Center
ET	ephemeris time
FED-STD	federal standard
FOV	field of view
GFP	government-furnished property
GSE	ground support equipment
G/T	gain/temperature
Hz	hertz
IAU	International Astronomical Unit
ICD	interface control document
ID	identification
IFOV	instrument field of view
JPL	Jet Propulsion Laboratory
KABLE	Ka-band link experiment
Kb/S	kilobits per second
keV	thousand electron volts

kHz	kilohertz
KSC	Kennedy Space Center
ks/s	kilo symbols per second
L	launch
m	meter
MAG	magnetometer
MBR	Mars balloon relay
MEF	maximum expected flight
MDA	McDonnell Douglas Aerospace
MIL-STD	military standard
MGS	Mars Global Surveyor
MOC	Mars orbiter camera
MOI	Mars orbit insertion
MOLA	Mars orbiter laser altimeter
MOS	mission operations system
MR	Mars relay
mrad	mill radian
mW	mill watt
N/A	not applicable
NASA	National Aeronautics and Space Administration
NHB	NASA Handbook
nT	nanotesla
OTM	orbit trim maneuver
PDS	payload data subsystem
POR	power-on reset
RF	radio frequency
RFP	request for proposal
RS	radio science
RSS	root sum square
RTC	real-time commands
SBRC	Santa Barbara Research Center
SDS	spacecraft data storage
S/C	spacecraft
S&E-1	science and engineering data stream 1
S&E-2	science and engineering data stream 2
SEE	single-event effects
SEL	single-event latchups
SEU	single-event upset
SFOC	Space Flight Operations Center
SPE	static phase error
sr	steradian
SRFOV	stray radiation field of view
SSC	stored sequence commands
TCM	trajectory correction maneuver

TES	thermal emission spectrometer
USO	ultrastable oscillator
VDIR	view direction

§ 2.3. The most common acronyms of the areas of networks

This passage lists some of the most common acronyms that you will find in the areas of networks, distributed object development.[27]The standard presented here includes rules for solving British and European culture and languages related information technology problems in the process of software and hardware products development, especially considering the needs of information exchange between different systems.

3GL

third generation language

4GL

fourth generation language

ACID

atomicity, consistency, isolation, durability

ACL

access control list

ADT

abstract datatype

AFC

application foundation classes [Microsoft]

ANSI

American National Standards Institute

API

application program interface

AQ

advanced queuing [Oracle8]

ASCII

American standard code for information interchange

AWT

abstract windowing toolkit [Java]

BDK

beans developer kit [Java]

BLOB

binary large object

BOA

basic object adapter [CORBA]

BSD

Berkeley system distribution [UNIX]

C/S

client/server

CGI

common gateway interface
CICS
customer information control system [IBM]
CLI
call level interface [SAG]
CLOB
character large object
COM
common object model [Microsoft]
CORBA
common object request broker architecture [OMG]
DB
database
DBA
database administrator, database administration
DBMS
database management system
DCE
distributed computing environment [OSF]
DCOM
distributed common object model [Microsoft]
DDCF
distributed document component facility
DDE
dynamic data exchange [Microsoft]
DDL
data definition language [SQL]
DLL
dynamic link library [Microsoft]
DLM
distributed lock manager [Oracle8]
DML
data manipulation language [SQL]
DOS
disk operating system
DSOM
distributed system object model [IBM]
DSS
decision support system
DTP
distributed transaction processing
EBCDIC
extended binary-coded decimal interchange code [IBM]
EJB
Enterprise JavaBean

ERP
enterprise resource planning
ESIOP
environment-specific inter-orb protocol
FTP
file transfer protocol
GB
gigabyte
GIF
graphics interchange format
GIOP
general inter-orb protocol
GUI
graphical user interface
GUID
globally-unique identifier
HTML
hypertext markup language
HTTP
hypertext transfer protocol
IDE
integrated development environment, interactive development
environment
IDL
interface definition language
IEEE
Institute of Electrical and Electronics Engineers
IIOP
internet inter-ORB protocol
IP
internet protocol
IPC
interprocess communication
IS
information services
ISAM
indexed sequential access method
ISO
international standards organization (translation)
ISP
internet service provider
ISQL
interactive SQL [Interbase]
ISV
independent software vendor

IT
information technology
JAR
Java archive (on analogy with tar, q.v.)
JCK
Java compatibility kit [Sun]
JDBC
"Java database connectivity"
JDK
Java developer kit
JFC
Java foundation classes
JIT
just in time
JNDI
Java naming and directory interface
JNI
Java native interface
JOB
Java Objects for Business [Sun]
JPEG
joint photographic experts group
JSP
Java server pages [Sun]
JTA
Java transaction API
JTS
Java transaction service
KB
kilobyte
LAN
local area network
LDAP
lightweight directory access protocol
LDIF
LDPA data interchange format
LOB
large object
MB
megabyte
MIS
management information services
MOM
message-oriented middleware
MPEG

motion picture experts group
NCLOB
national character large object
NIC
network information center [internet]
NNTP
net news transfer protocol
NSP
network service provider
NT
New Technology [Microsoft]
OCI
Oracle call interface
OCX
OLE common control [Microsoft]
ODBC
open database connectivity [Microsoft]
ODBMS
object database management system
ODL
object definition language [Microsoft]
ODMG
Object Database Management Group
OEM
original equipment manufacturer
OID
object identifier
OLE
object linking and embedding
OLTP
on line transaction processing
OMA
object management architecture [OMG]
OMG
Object Management Group
OO
object-oriented, object orientation
OODBMS
object-oriented database management system
OQL
object query language
ORB
object request broker
ORDBMS
object relational database management system

OS
operating system
OSF

Resume to the second chapter:

The abundance of abbreviations is the characteristic feature of newspaper style of modern English language. Besides, nowadays the computer systems hardware and especially the software are more and more often adjusted to the cultural and language peculiarities of a specific country and nation. In different countries, different alphabets and rules for coding currency units, date, time, numbers, etc. are in use. Sorting algorithms for verbal texts present a special kind of problem. English and culture have developed in close contacts with several languages and cultures, so we do not possess unique rules and algorithms to represent the above-mentioned data. Agreements developed in practical life need to be presented in the form of a standard. In most cases, it is possible to lean on international standards, yet they have to be somewhat extended and specified according to the peculiarities of the European languages and culture.

Conclusion

The present work is devoted to the investigation of the significance of abbreviation-process impact on the modern English language in conditions of the world integration and globalization in the course of human activities and the conclusion of the given paper is aimed at displaying the results of this study.

The given Graduation Paper gives us a notion for the Abbreviations, their classification and stylistic functions in modern linguistics. We emphasized on the definitions given by different lexicologists, on the origin, structure and style usage of them. 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.

The theoretical part (The first chapter) gives us a notion of the major characteristics of the abbreviations and of the main ways of their formation in modern English.

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.

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 practice 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.

It is hard to make a list of economic terms 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.

The given chapter of the Graduation Paper is also devoted to delivering of classification of the abbreviations and the main differences between them.

During investigation we have found a row of difficulties. When initialisms appear in the language, as a rule, to denote some new offices they are closer to graphical abbreviations because orally full forms are used, e.g. J.V. - joint venture. When they are used for some duration of time they acquire the shortened form of pronouncing and become closer to lexical abbreviations, e.g. BBC is as a rule pronounced in the shortened form.

Initialisms are denoted in different ways. Very often they are expressed in the way they are pronounced in the language of their origin. This type of initialisms borrowed into other languages is preferable, e.g. UFO - УФО, ЦП - ЦП etc.

Some initialisms can form new words in which they act as root morphemes by different ways of word building: affixation, conversion, composition and the way of compound-shortening of words where the first component is an initial abbreviation with the alphabetical reading and the second one is a complete word, e.g. A-bomb, U-pronunciation, V -day etc.

In some cases the first component is a complete word and the second component is an initial abbreviation with the alphabetical pronunciation, e.g. Three -Ds (Three dimensions) - стереофильм.

There is a difference between acronyms and abbreviations. An acronym is usually formed by taking the first initials of a phrase or compounded-word and using those initials to form a word that stands for something. Thus NATO, which we pronounce НАТОН, is an acronym for North Atlantic Treaty Organization, and LASER (which we pronounce "lazer"), is an acronym for Light Amplification by Stimulated Emission of Radiation. FBI, then, is not really an acronym for the Federal Bureau of Investigation; it is an abbreviation. AIDS is an acronym; HIV is

an abbreviation. URL is an abbreviation for Uniform Resource Locator (World Wide Web address), but many people pronounce it as "Earl," making it a true acronym, and others insist on pronouncing it as three separate letters, "U * R * L," thus making it an abbreviation. The jury is still out. (I vote for Uncle Earl.)

It appears that there are no hard and fast rules for using periods in either acronyms or abbreviations. More and more, newspapers and journals seem to drop the periods: NAACP, NCAA, etc. Consistency, obviously, is important.

Mostly nouns undergo abbreviation, but we can also meet abbreviation of verbs, such as to tab from to tabulate etc. But mostly abbreviated forms of verbs are formed by means of conversion from abbreviated nouns. Adjectives can be abbreviated but they are mostly used in school slang and are combined with suffixation, e.g. comfy. As a rule, pronouns, numerals, interjections conjunctions are not abbreviated. The exceptions are: fif (fifteen), teen-ager, in one's teens (aphaeresis from numerals from 13 to 19).

Mostly the end of the word is clipped, because the beginning of the word in most cases is the root and expresses the lexical meaning of the word. This type of abbreviation is called apocope.

We should to beware! FO can mean Field Officer, Flying Officer or Foreign Office.

Abbreviations make our life easier. However, when using them, don't overdo it. Otherwise, people will say to you: "You're going OTT (over the top)!"

We can single out the general inferences and enumerate them:

1. We can conclude that there are two main types of shortenings in modern lexicology: graphical and lexical. Initialisms are the bordering case between graphical and lexical abbreviations.

2. Abbreviations are one of the most annoying things about language.

3. Abbreviating work or academic titles is common practice in the UK.

4. People in business use many abbreviations mostly because economic terms tend to be too long.

5. Initialisms are the bordering case between graphical and lexical abbreviations.

6. Graphical abbreviations are the result of shortening of words and word-groups only in written speech while orally the corresponding full forms are used. They are used for the economy of space and effort in writing.

7. There are also graphical abbreviations of native origin, where in the spelling we have abbreviations of words and word-groups of the corresponding English equivalents in the full form. The oldest group of graphical abbreviations in English is of Latin origin. In Russian this type of abbreviation is not typical.

8. There are three types of initialisms in English: initialisms with alphabetical reading, such as UK, BUP, CND etc.; initialisms which are read as if they are words, e.g. UNESCO, UNO, NATO etc.; initialisms which coincide with English words in their sound form, such initialisms are called acronyms, e.g. CLASS (Computer-based Laboratory for Automated School System).

9. Some scientists unite the last groups into one which they call acronyms. In some cases the translation of initialisms is next to impossible without using special dictionaries.

10. Abbreviation does not change the part-of-speech meaning, as we have it in the case of conversion or affixation, it produces words belonging to the same part of speech as the primary word.

11. Lexical abbreviations are classified according to the part of the word which is clipped.

12. Some abbreviations have different meanings depending on the context.

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