

WORKPLACE ABBREVIATIONS

What are abbreviations?

Abbreviations are shortened forms of words or groups of words. For example, the abbreviation *dept.* is a shortened form of the word *department*. The abbreviation *ASAP* is a shortened form of the words *as soon as possible*.

Sometimes a period is placed at the end of an abbreviation, as in *mo.*, the abbreviation for *month*.

You will see many abbreviations in the workplace. Here is a list of some of the most common workplace abbreviations.

| Abbreviation | Short for |
|--|--------------------------------------|
| approx. | approximately |
| asap or ASAP | as soon as possible |
| asst. or ass't. | assistant |
| attn. | attention |
| CEO | Chief Executive Officer |
| Co. (often seen as part of a company's name) | Company |
| Corp. (often seen as part of a company's name) | Corporation |
| dept. | department |
| Div. | Division (a major part of a company) |
| ea. | each |
| emp. | employee |
| FAQ (often found on websites) | Frequently Asked Questions |
| fwd. or FW | forward (send to another person) |
| FYI | for your information |
| govt. | government |
| HQ | headquarters (main location) |
| HR | Human Resources (personnel) |
| Inc. (often seen as part of a company's name) | Incorporated |

| Abbreviation | Short for |
|--------------------------------|-------------------------------------|
| lb. | pound |
| mfg. | manufacturing |
| mo. | month |
| N/A | not applicable |
| no. | number |
| pkg. | package |
| PO | purchase order |
| PO Box | post office box (in an address) |
| PR | public relations |
| qty. | quantity |
| re: | regarding (what something is about) |
| rec'd. | received |
| Sr. (often used in job titles) | Senior |
| TBA | to be announced |
| TBD | to be determined (decided) |
| Time Zones | |
| EST | Eastern Standard Time |
| CST | Central Standard Time |
| MST | Mountain Standard Time |
| PST | Pacific Standard Time |
| V.P. or VP | Vice President |
| yr. | year |