

ADDENDUM (Hana Čápková, FNSPE, CTU)

GUIDELINES FOR ACADEMIC WRITING

TYPICAL FEATURES OF ACADEMIC ENGLISH - ADDED TO <http://en.fel.zcu.cz>

ABBREVIATIONS IN ACADEMIC TEXTS + EXERCISES

abbrev.
approx.
c = ca
c., cc.
cf.
dept.
e.g.
et.al., et al
etc., etc
id.
i.e.
esp.
excl.
ibid.
incl.
fig.
op. cit.
QED, Q.E.D.
max.
min.
N.B., NB
p.a.
p., pp.
Sec.
Tab.
viz.
vol.
vs.

OTHER COMMON ABBREVIATIONS

A.D.
B.C
att. attn.
c/o
cont.
encl.
G.P.
mpg
mph
MRSP
oz
P.S.
Re. Ref.

rpm
 R.S.V.P.
 W
 W/O
 ZIP

EXERCISES

A. Fill in correct abbreviations:

1. People now listen to music in a variety of ways, such as a personal stereo, iPod, ...
2. The world population today is 6 billion people.
3. There are several other problems involved in computer programming (see 17-19).
4. There are several other options for graduates in biochemistry, working in the pharmaceutical industry.
5. the library closes at 23,00.

B. Match the abbreviations and their explanations:

e.g.	and more of the same
c.	for instance
i.e.	pages
ibid.	make a note or remember well
cf.	approximately
etc.	compare this with
pp	and others
et al	that is
N.B.	in the same place

C. Find the correct abbreviation:

and others		namely	
and so forth		note well	
approximately		per annum	
as opposed to		per year	
attention to Mr/Ms X		quod erat demonstrandum	
circa		that is	
compare to		please deliver to the particular person mentioned	
et cetera		that is to say	
for example		this proves that the statement was true	
in the same place		in the same author	
in the work cited above		pages	
for instance		which was to be proved	
including		versus	
especially		in the source already mentioned	