

NAME:	
DATE:	
TOPIC:	abbreviations
LEVEL:	B2

abbreviation	meaning
asap	as soon as possible
ATTN	for the attention of (at the top of a letter)
COD	cash on delivery
Corp.	corporation (American company form; like <i>Kapitalgesellschaft</i>)
CV	curriculum vitae (like <i>Lebenslauf</i>)
CWO	cash with order
e.g.	for example
esp.	especially
ETA	estimated time of arrival
etc.	and so on
ft	foot / feet
GDP	gross domestic product (= <i>Bruttoinlandsprodukt</i>)
GMT	Greenwich Mean Time
i.e.	that means (= <i>d.h.</i>)
Inc.	incorporated company (American company form; like <i>Kapitalgesellschaft</i>)
k	thousand
Ltd.	limited company (British company form; like <i>GmbH</i>)
MBA	Master of Business Administration (American business qualification)
NB	note well (because something is important)
p.a.	per annum (= <i>pro Jahr</i>)
plc	public limited company (British company form; like <i>AG</i>)
PTO	please turn over
R & D	research and development

re	regarding (introduces the subject of a letter; like <i>Betreff</i>)
VAT	value-added tax
yd	yard