

Abbreviations

An **abbreviation** is a shortened form of a word. Many abbreviations begin with a capital letter and end with a period.

- Some titles used for names of people are abbreviations. For example, *Dr.* is the abbreviation for *Doctor*. The title *Miss* is not abbreviated.

Mr. Mark Elton Lewis Ms. Susan Wang Mrs. Carmen Mendoza

- An **initial** is the first letter of a name. It is written with a capital letter and is followed by a period.

Mr. Mark E. Lewis S. B. Wang C. M. Mendoza

- The names of days and months can be abbreviated. *May*, *June*, and *July* are not abbreviated.

Days of the Week

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Months of the Year

Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.

Directions Write each phrase. Be sure to capitalize letters and use periods correctly.

1. ms. Janine Lee Ms. Janine Lee
2. jan 24 Jan. 24
3. Dr N D Bond Dr. N. D. Bond
4. thurs, aug 2 Thurs., Aug. 2
5. B. c Pepper B. C. Pepper
6. Mon, dec. 13 Mon., Dec. 13

Directions Some abbreviations can be used in sentences. Find the words that can be abbreviated in the sentences below. Write the sentences with the abbreviation.

7. Doctor Sanchez showed us his new parrot.

Dr. Sanchez showed us his new parrot.

8. Mister Davidson can teach parrots to talk.

Mr. Davidson can teach parrots to talk.