

THE USE OF ABBREVIATIONS. THE TRANSLATION OF ABBREVIATIONS

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An abbreviation is a short way of writing a word or a phrase that could also be written out in full.

Types of abbreviations:

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| 1. Contractions | 5. Small capitals |
| 2. Clipped-forms | 6. Numerals, Fractions and Dates |
| 3. Footnotes | 7. Parentheses |
| 4. Full stop | 8. Italics |

The rules of use of abbreviations:

1. The following is a list of terms you will often see in the text, the index, or the bibliography of books designed for serious readers. 2. They are nearly all brief or abbreviated forms of expressions in Latin. 3. Many people also make use of them when taking notes, and they are also used in the footnotes and endnotes of academic writing. 4. Don't use abbreviations in the main text of any formal writing. If you wish to use these terms, they should be written out in full. 5. That is, don't put e.g., but write out for example. 6. Notice that a full stop is placed after an abbreviation, but not when the full word is used. 7. This is correct usage, but sometimes the full stop may be omitted in order to avoid double punctuation. 8. Note that these terms are often shown in italics. 9. You should never begin a sentence with an abbreviation.

It is very important to analyse a system of abbreviations in English, to cover the vague points of the usage, pronunciation, spelling, capitalization of abbreviations, sometimes touch their etymology, describes the variety of classes of abbreviations, give the notion of acronyms, explain the rules of spacing and punctuation in the sentences containing abbreviations.

The research gives a unique opportunity to get to know more about modern, just recently created abbreviations, i.e. from computer, internet world, school society, day-to-day conversations