

## **Business acronyms and abbreviations presentation**

### **Business acronyms presentation**

*Split the list of words below into things which can be written as acronyms, e.g. ASEAN, and write those acronyms as a list below.*

Association of Southeast Asian Nations annual general meeting as soon as possible  
business to business corporate social responsibility chief executive officer chief finance  
officer chief operating officer curriculum vitae estimated time of arrival Financial Times  
financial year 2020 for your information frequently asked questions Great British pounds  
Greenwich Mean Time gross domestic product headquarters human responses intellectual  
property the internet of things initial public offering mergers and acquisitions master of  
business administration Middle East and North Africa per annum personal assistant profit  
and loss public limited company public relations research and development real estate  
investment trust return on investment small and medium-sized enterprises search engine  
optimisation to be announced to be arranged to be confirmed to be determined trade mark  
United States dollars unique selling points value added tax vice president any other  
business

**Suggested answers**

- ASEAN
- AGM
- ASAP
- B2B
- CSR
- CEO
- CFO
- COO
- CV
- ETA
- FT
- FY2020
- FYI
- FAQ
- GBP
- GMT
- GDP
- HQ
- HR
- IP
- IoT
- IPO
- M&A
- MBA
- MENA
- PA
- PA
- P&L
- PLC
- PR
- R&D
- REIT
- ROI
- SMEs
- SEO
- TBA
- TBA
- TBC
- TBD
- TM
- USD
- USPs
- VAT
- VP
- AOB

*Try to remember what all the acronyms above stand for.*

## Business abbreviations presentation

Join the halves of the words below to make the longer versions of the abbreviations on the left.

admin	erative
ad	imately
advert	isement
approx	istration
co-op	nstration
Corp	oration
(political/ product) demo	orporated
fig	rmation
Inc	ure 1
info	vertisement
kilo	ellaneous
max	garding
memo	gramme
misc	imum
re	munications
sales rep	orary staff
telecom	randum
temp	esentative
trade/ labor	union

Check as a class.

Test each other on the expressions above:

- Say a short version for your partner to say the long version of
- Say a long version for your partner to say the short version of

*Make as many of these phrases shorter as you can. Note that some cannot be made shorter and so should be kept as they are.*

- administration
- advertisement
- after sales service
- approximately
- British pounds
- business to business
- commercial
- cooperative
- Corporation
- deflation
- (political/ product) demonstration
- figure 1
- financial technology
- foreign exchange
- fourth quarter
- Greenwich Mean Time
- headquarters
- Incorporated
- inflation
- information
- kilogramme
- kilometre
- limited (company/ liability company)
- maximum
- memorandum
- mergers and acquisitions
- miscellaneous
- new recruit
- part time
- regarding
- research and development
- sales representative
- social media
- specifications
- telecommunications
- telephone conference
- temporary staff
- trade union/ labor union
- trademark
- value added tax

**Suggested answers**

- admin
- ad/ advert
- after sales service
- approx.
- pounds
- B2B
- commercial
- co-op
- Corp
- deflation
- (political/ product) demo
- fig 1
- fintech
- forex
- Q4
- GMT
- HQ
- Inc
- inflation
- info
- kilo/ kg
- km
- Ltd
- max
- memo
- M&A
- misc.
- new recruit
- P/T
- re
- R&D
- sales rep
- social media
- specs
- telecoms
- teleconference
- temp
- union
- TM
- VAT

*Try to remember the longer version of each of these expressions.*

admin

approx.

ASAP

B2B

CFO

FY2020

co-op

Corp

(political/ product) demo

fig. 1

fintech

GDP

GMT

HQ

HR

IP

Inc

kilo

Ltd

M&A

max

memo

misc.

PLC

PR

Q4

R&D

re

sales rep

SMEs

specs

TBA/ TBC/ TBD

USPs

telecom

teleconference

temp

union

VAT

*Check above.*