

Abbreviations Vocabulary Exercise

Directions: Match the definitions in the right column with the correct word in the left column. There is one extra definition.

HQ	1. _____ Care of
ENCLS	2. _____ Carbon copy
ATTN	3. _____ For the Attention of ...
RIP	4. _____ Extension
MBA	5. _____ As soon as possible
C/O	6. _____ Rest in peace
CV	7. _____ Headquarters
CC	8. _____ Bachelor of Arts
EXT	9. _____ Curriculum Vitae
ASAP	10. _____ Enclosures
	11. _____ Master Of Business Administration

Abbreviations Vocabulary Exercise

-----Answer Key-----

HQ	1. C/O : Care of
ENCLS	2. CC : Carbon copy
ATTN	3. ATTN : For the Attention of ...
RIP	4. EXT : Extension
MBA	5. ASAP : As soon as possible
C/O	6. RIP : Rest in peace
CV	7. HQ : Headquarters
CC	8. _____ Bachelor of Arts
EXT	9. CV : Curriculum Vitae
ASAP	10. ENCLS : Enclosures
	11. MBA : Master Of Business Administration