

Abbreviations in Business English



Some Common Abbreviations

- **a/c**
Stands For: Account. E.g. *"I need to draw some money out of the company **a/c**".*
- **G.M.T.**
Stands For: Greenwich Mean Time. **G.M.T.** is the standard time in Great Britain which is used to calculate the time in the rest of the world. E.g. *"New Mexico is seven hours behind GMT."*
- **Ltd.**
Stands For: Limited. E.g. *"Pearson & Sons, **Ltd.**, of London, who also undertook the working of the line when open."*

- **E.g.**

Stands For: Exempli Gratia (for example). E.g. *"Cupcakes are made in many flavours **e.g.** Strawberry, banana & chocolate."*

- **FYI**

Stands For: **F**or **Y**our **I**nformation (when you share information to several people via email, but do not expect a response). *"**FYI**, this is an update the team."*

- **BTW**

Stands For: **B**y **T**he **W**ay (also "**B**ack **T**o **W**ork"— for ending an online chat with colleagues). *"I read that article **BTW**, not so great!"*