

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

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

Ones which are the same as above cannot be shortened/ are not usually shortened.

- 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.