

Answer Sheet: Abbreviations

Choose the correct answer.

Q1 - Which abbreviation do you use when you want someone to reply to an invitation?

- PS
- RSVP
- PTO

Q2 - Which abbreviation do you use when you want to add something at the end of a letter?

- PS
- PM
- PTO

Q3 - Which abbreviation is used for times in the morning?

- AM
- PM

Q4 - Which abbreviation is used for times in the afternoon and evening?

- AM
- PM

Q5 - Which abbreviation do you use when you want someone to do something quickly.

- RSVP
- ASAP

Q6 - Which abbreviation is used when someone is prepared to negotiate a price for something.

- OPEC
- ono

Q7 - Which abbreviation is used for dead people?

- RSVP
 RIP

Q8 - If you're not exactly sure when you will get somewhere, you might give...

- an ETA
 a DOA

Q9 - Which is a sandwich?

- TLC
 BLT

Q10 - If a company uses a ____ box, they don't have to use their address for mail.

- PM
 PO

Q11 - In an email sent to more than one person, use 'Bcc' when you don't want to display the second address.

- True False

Q12 - 'RIP' means 'Rest In Peace'.

- True False