

## ESL Worksheet: 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