

# Grammar of Abbreviation and its Types

*Rashidova Ruxshonaxon Rustamjon qizi*<sup>1</sup>

## Abstract

This article provides an overview of grammar of abbreviations, which also discusses the many kinds and how they are used in spoken and written language. Writers can improve their communication skills and successfully transmit information in a brief manner by knowing the different types of abbreviations and when to use them. Learning the syntax of acronyms can help you communicate more effectively and clearly in writing in a variety of situations.

**Keywords:** Abbreviation, communication, types of abbreviations, acronyms, initialism, shortenings.

<sup>1</sup> *Faculty of foreign languages and literature, Uzbekistan State World Languages University, Tashkent, Uzbekistan*

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## I. INTRODUCTION

Abbreviations are shortened forms of words or phrases, typically consisting of the initial letters of a word or phrase. They play an important role in written and spoken language by providing a more concise and efficient way to communicate. Understanding the grammar of abbreviations is essential for effective communication. In this article, we will explore the different types of abbreviations and their usage. Abbreviations are condensed forms of words or phrases. They are quite useful for saving time and space when writing and speaking. For example, Mr. for Mister, etc. for etc., and i.e. for that is are examples of common variations. Abbreviations are used in many different disciplines of study, such as science, business, and medical. It's crucial to utilize acronyms correctly and frequently to avoid misconceptions. A full stop can usually be added at the end of a word to abbreviate its initial few letters. In writing, acronyms are helpful tools. They help achieve word count goals and enhance readability. Additionally, they avoid word repetition, which facilitates comprehension of the material. Writers frequently coin new acronyms for cutting-edge methods with the intention of boosting recall and adoption. When using acronyms, one should exercise discretion because overusing them can make text harder to read, especially for readers who are not technical or specialists. This could confuse readers and make them turn pages to find the original definition, which would eventually make them lose interest.

## II. LITERARY REVIEW AND METHODOLOGY

Abbreviations have a long history. They were created to avoid spelling out whole words. This might be done to save time and space (given that many inscriptions were carved in stone) and also to provide secrecy. In both Greece and Rome the reduction of words to single letters was common. In Roman

inscriptions, "Words were commonly abbreviated by using the initial letter or letters of words, and most inscriptions have at least one abbreviation". Abbreviations were frequently used in English from its earliest days. Manuscripts of copies of the Old English poem *Beowulf* used many abbreviations, for example the *Antonia* ET or & for *and*, and *y* for *since*, so that "not much space is wasted"[1]. The standardization of English in the 15th through 17th centuries included a growth in the use of such abbreviations. During the growth of philological linguistic theory in academic Britain, abbreviating became very fashionable. Likewise, a century earlier in Boston, a fad of abbreviation started that swept the United States, with the globally popular term OK generally credited as a remnant of its influence. Over the years, however, the lack of convention in some style guides has made it difficult to determine which two-word abbreviations should be abbreviated with periods and which should not. This question is considered below. Widespread use of electronic communication through mobile phones and the Internet during the 1990s led to a marked rise in colloquial abbreviation[2]. This was due largely to increasing popularity of textual communication services such as instant and text messaging. The original SMS supported message lengths of 160 characters at most (using the GSM.03.38 character set), for instance. This brevity gave rise to an informal abbreviation scheme sometimes called *Textes*, with which 10% or more of the words in a typical SMS message are abbreviated. More recently Twitter, a popular social networking service, began driving abbreviation use with 140 character message limits[3].

### III. RESULTS

Similar to acronyms in English, syllabic abbreviations were and are ubiquitous in German, albeit many actually predate 1933, if not the end of World War I. Nevertheless, they have a decidedly modern meaning. *Monopolizer* (protective police or uniform department) begat *Schtup*, and *Criminalize* (literally, criminal police, but idiomatically, the Criminal Investigation Department of any German police force) begat *Ripoff* (variously capitalized). In a similar vein, the Transportation, or Transit Police, of the Swiss Federal Railways are shortened to *Trap*. As the National Socialist German Workers' Party rose to power, there was a mad rush to reorganize the administration, resulting in the creation of a plethora of new acronyms[4]. The *Or Po* (*Monopolizer*, "order police") was the one national police force that was created by combining the *Monopolizer* of the several states. In Southeast Asian languages, especially in Malay languages, abbreviations are common; examples include *Petronas* (for *Petrolatum National*, "National Petroleum"), its Indonesian equivalent *Pertamina* (from its original name *Perusal Supertanker Min yak Dan Gas Bum Garner*, "State Oil and Natural Gas Mining Company"), and *Kemenhub* (from *Entertainment Paperhanger*, "Ministry of Transportation"). Malaysian abbreviation often uses letters from each word, while Indonesia usually uses syllables; although some cases do not follow the style. For example, general elections in Malaysian Malay often shortened into *PRU* (*piling rata u mum*) while Indonesian often shortened into *premium*. Another example is *Ministry of Health* in which Malaysian Malay uses *KKM* (*Entertainment Kesehatan Malaysia*), compared to Indonesian *Kemenkes*.

### IV. DISCUSSION

If the original word was capitalized, the capitalization should stay on the initial letter of the abbreviation, as in *Leviticus's* case with *Lev*. There is no need to capitalize words that have been shortened to more than one letter and were originally spelled in lower case. All letters, however, should be capitalized when shortening a sentence that only uses the initial letter of each word, as in *YTD* for year-to-date, *PCB* for printed circuit board, and *FYI* for for your information. Regarding acronyms that have gained widespread usage, though, refer to the section below as these are no longer printed in capital letters. According to *Hart's Rules*, the traditional rule is that abbreviations (in the narrow sense that includes only words with the ending, and not the middle, dropped) terminate with a full stop, whereas contractions (in the sense of words missing a middle part) do not, but there are exceptions: p167–170 *Fowler's modern English usage* says full stops are used to mark both abbreviations and contractions, but recommends against this practice: advising them only for abbreviations and lower-case initialism and not for upper-case initialism and contractions[5].

### **Categories of Short Forms:**

1. **Acronyms:** An acronym is created by pronouncing the first few letters of a sentence as a word. For instance, the acronym NASA (National Aeronautics and Space Administration) is pronounced as a word rather than as a collection of letters.
2. **Initialism:** Unlike acronyms, which are pronounced as whole words, initialisms pronounce each letter separately. The acronym FBI (Federal Bureau of Investigation), for instance, is spoken with each letter sounding independently.
3. **Contractions:** Contractions are formed by omitting one or more letters from a word and replacing them with an apostrophe. For example, "can't" is a contraction of "cannot."
4. **Shortenings:** Shortenings are abbreviated forms where part of the original word is removed to create a shorter form. For example, "prof" is a shortening of "professor."

### **V. CONCLUSION**

From the above points, we can conclude that abbreviations help people in every way. they save time and can write a few more words instead. It is also a very effective way in oral speech and helps to make the speech come out beautifully and clearly. Abbreviations are used in various fields. for example, it is used in science, art and similar fields.

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