

## Abbreviations and Acronyms

**Read the mechanics lesson and study the examples.**

Use periods following the first letter of each key word in an abbreviated title or expression, and pronounce each of these letters when saying the abbreviation. Examples: U.S.A., a.m., p.m.

But, don't use periods or pronounce the letters in an acronym. Acronyms are special abbreviated titles or expressions that are pronounced as words. Most all acronyms are capitalized. Example: NATO

**Now circle or highlight what is right and revise what is wrong according to mechanics lesson.**

Practice: David has worked outside of the U.S. in many foreign countries, but he now works for N.A.S.A.

**Let's check the Practice Answers.**

Mechanics Practice Answers: David has worked outside of the U.S. in many foreign countries, but he now works for NASA.

**Now let's apply what we have learned.**

Writing Application: Write your own sentence using an abbreviated title and an acronym.