

## Lesson 91

# Abbreviations

Use only one period if an abbreviation occurs at the end of a sentence. If an abbreviation occurs at the end of a sentence that ends with a question mark or an exclamation point, use the period *and* the second mark of punctuation.

The scheduled speaker was Marissa Long, Ph. D.  
 Did Jorge say to meet him at 7:00 P.M. or at 7:00 A.M.?

Capitalize abbreviations of proper nouns and abbreviations related to historical dates. Words that refer to streets, such as *Boulevard*, *Lane*, *Court*, and *Road*, can be abbreviated on envelopes, but they should be spelled out elsewhere.

John F. Kennedy 105 B.C. A.D. 319 112 Main St.

Use all capital letters and no periods for abbreviations that are pronounced letter by letter or as words. Exceptions are U.S. and Washington, D.C., which do use periods.

NAACP NATO PIN NCAA ACT YMCA UN NBA

When addressing mail, use the United States Post Office abbreviations (two capital letters, no periods).

AZ (Arizona) IL (Illinois) NV (Nevada) TN (Tennessee) VT (Vermont)

Use abbreviations for some personal titles.

Sen. Carol Moseley-Braun Gen. Colin Powell Rev. Billy Graham Prof. Rita Lopez

Abbreviate units of measure used with numerals in technical or scientific writing, but not in ordinary prose. These abbreviations stand for plural as well as singular units.

lb. pound	kg kilogram	m meter	gal. gallon	tsp. teaspoon
kg kilogram	ft. foot	mm millimeter	qt. quart	l liter
oz ounce	in. inch			