

MANUSCRIPT/LONGHAND ABBREVIATIONS

In preparation of rough drafts some words may have been abbreviated. Such words must be typed in full by the word processor operator in the final copy. The RSA also abbreviate some words that are commonly misspelt. All the abbreviations listed below must be expanded correctly by the operator.

accom	accommodation	a/c(s)	accounts
ack	acknowledge	advert	advertisement(s)
althó	although	appt(s)	appointments
approx	approximate/ly	approp	appropriate
asap	as soon as possible	avail	available
bn	been	bel	believe
bus	business	cat(s)	catalogue(s)
cttee(s)	committee(s)	co(s)	company/ies
dr	dear	def	definite/ly
dept	department	dev	develop
ex	exercise	exp(s)	expense(s)
exp	experience	ffly	faithfully
f	for	fr	from
f/t	full-time	gov(s)	government(s)
gntee(s)	guarantee(s)	hv	have
hrs	hours	immed	immediate/ly
incon	inconvenient/ence	info	information
mfr(s)	manufacturer(s)	misc	miscellaneous
necy	necessary	opp(s)	opportunity/ies
org	organisation	pd	paid
p/t	part-time	poss	possible
rec(s)	receipt(s)	rec	receive
recd	received	recom	recommend
ref(s)	reference(s)	refd	referred
req'd	required	resp	responsible
sec(s)	secretary/ies	sep	separate
sh	shall	sh	should
sig(s)	signature(s)	sinc	sincerely
suff	sufficient	temp	temporary
th	that	togr	together
thro'	through	wh	which
wl	will	w	with
wd	would	yr(s)	year(s)
yr(s)	your(s)		