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PROPOSED WORKSHEET IN TEACHING ABBREVIATIONS AND COMMON ACRONYMS USED IN TECHNICAL WRITING

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ABSTRACT

In this paper, it explained the common abbreviations and acronyms used in teaching Technical Writing. Do remember that this paper is a proposed worksheet in teaching the important technical words in the aforementioned subject. This helps the students to contemplate in their study about abbreviations and acronyms at their own pace. The students can work on the different examples and tasks in order to understand carefully the uses of such abbreviations and meaning of the acronyms. This proposed worksheet exposes the students in a task-based learning and experience a student-centered approach.

KEYWORDS: *Worksheet in Technical Writing, Common Abbreviations in Technical Writing, Common Acronyms in Technical Writing and Teaching Strategies in Technical Writing*

INTRODUCTION

Worksheet generally refers to a sheet of paper with questions for students and places to record answers. The term may likewise refer to a display of information for the students to work on and do. In the classroom setting worksheets typically refer to a free sheet of paper with questions or activities for students to finish and record answers. They are utilized, to some degree, in many subjects, and have boundless use in the educational programs where there are two noteworthy of several types. The first they are generally given to students as homework. The second type of worksheets is planned to present new subjects, and is regularly finished in the classroom. They are comprised of a dynamic arrangement of questions that prompts a comprehension of the subject to be learned and master.

METHODOLOGY

In the preparation of the worksheet, the researcher was able to use the three phases, the survey phase, the creative phase and the evaluation phase. In the survey phase – the researcher was able to prepare the content of the worksheet, the objectives of each topic and the tasks that were to be placed in each topic. In the creative phase – the researcher plan and organized the sequence of the tasks, and the topics. The tasks and topics were chronologically sort out on the level of complexity. In the evaluation phase – the researcher tried-out the worksheet to small group of students in order to validate for construct, content, and readability. The researcher prepared also the table of

specification of each topic to equalize the number of intended learning outcome. The formulated worksheet has ten (10) topics and each topic has tasks to work on by the students. The tasks also signify and orient the students to arrive at a certain rules and learning.

PROPOSED WORKSHEET

TASK: READ the TEXT below and ANSWER the ACTIVITY.

COMMON ABBREVIATION in TECHNICAL and ACADEMIC TEXT

1. **cf. (*confere*)** a Latin word imperative suggesting the reader should compare and contrast one statement or idea with another one. Literally, “compare.” Researchers often follow the abbreviation with a reference to an author or page number, suggesting the reader look for similarities and differences between what a previous citation has said with the subsequent source listed.

cp. (*compare*) used interchangeably with "cf." in citations indicating the reader should compare a statement with that from the cited source.

Meaning = ‘compare and contrast’ or ‘see’

Purpose = the reader look for similarities cited (*authors*)

= the reader look for differences cited (*authors*)

Examples:

1. These results were similar to those obtained using different techniques (cf. Wilson, 1999 and Walter, 1992).

2. The study of Wilson (1999) and Smith (1992) about the causes of air pollution is important to include in your paragraph (cf.).

3. The definition of management as explain by Wales and Winston were found to be applicable nowadays (cf. 2000).

4. Air pollution is a major problem all over the world today. Probably the single biggest contributor to the problem is the motor vehicle (Philpot, 2011) but others argue that the major problem of the world is water pollution (cf. Jones, 2012).

Task: RE-WRITE and INSERT “cf.” to the following sentences or paragraph.

1. One business man compared the behavior of customers in buying the latest technology. = Wilson 1999; Walter 2000.

2. While cars are required by the policemen to stop at all signs, pedestrians are not but required maximum precaution. = Brian 1999/John 2000.

3. The results and findings about sales and marketing agree with the ones published by Felon and Hermes. = Felon 2000/Hermes 2000.

4. Probably the single biggest contributor to the air pollution is the motor vehicle, but others argue that the major problem of the world is water pollution. = Philpot 2011/Jones 2012

5. Noise pollution is a major problem all over the world today, but some studies show that air pollution is the leading contributor to the problem of pollution. = Philpot 2000/Hernandez 1999.

2. etc. (*et cetera*) "and so on." This is the one Latin abbreviation most students already know, and the one they tend to overuse. Do note that, since '*et*' already means *and*, it is redundant to write, "and etc." Literally, the Latin phrase means "and other things."

Meaning = 'the same kind' or 'and other things that are related'

Purpose = to give related *things* (not a person)
= to give the same *things* related (not a person)

Task: RE-WRITE and INSERT "etc." to the following sentences or paragraph.

1. We could use cupcakes, cookies, chocolates, and so on to improve the taste of this cake.

2. You can bring cake, chocolate, ice cream, and other things that are related to the party.

3. I have to do the dishes, wash the car, clean my room, etc., etc., etc. before the party.

4. You can bring items such as cake, chocolate, ice cream, etc. to the party.

5. This morning I eat banana, pineapple, grapes, orange, and many more because I am on diet to address my health.

3. e.g. (*exempli gratia*.) "for example". Literally, "free as an example."

Meaning = ‘for example’ or ‘For example’

Purpose = to introduce something
= to add information about something to explain

Task: RE-WRITE and INSERT “e.g.” to the following sentences or paragraph.

1. There are many things you can see in Muscat. (XX1XX) ports, beaches, shopping center and museums.

2. There are many sources of air pollution (XX2XX) construction of building, burning of fossil fuel, and motor vehicle. _____

3. You wear something simple (XX3XX) a skirt, and blouse. _____

4. **ib. / Ibid. (*ibidem.*)** "In the same passage or page quoted above". Literally, "in the same place."

Meaning = ‘the same place’ or ‘same page’ (*for books only*)

Purpose = not to repeat the same author
= to avoid repetition of author’s family name

Example A:

The benefits of effective organization can improve the efficiency of the employees (Chanal, 2004). Furthermore, streamlining or reorganization of the employees can enhance the performance of the organization as a whole (Chanal, 2004).

Re-write:

The benefits of effective organization can improve the efficiency of the employees (Chanal, 2004). Furthermore, streamlining or reorganization of the employees can enhance the performance of the organization as a whole (Ibid.).

Example B:

Developing the competence among employees need planning and scheduling of training workshop that is related to their potentials (Ramos, 2011, p. 23). To enhance further the employees’ effectiveness there must be a need analysis coming from the employees (Ramos, 2011, p. 35).

Re-write:

Developing the competence among employees need planning and scheduling of training workshop that is related to their potentials (Ramos, 2011, p. 23). To enhance further the employees’ effectiveness there must be a need analysis coming from the employees (Ibid., p. 35).

Task: RE-WRITE and INSERT “Ibid.” to the following sentences or paragraph.

Paragraph A:

Though the web is primarily used for communication and information search, many companies have set-up shops online (Santiago, 2012). In fact, some companies, like the popular Amazon.com, don’t have any real shops. The entire buying and selling process takes place online (Santiago, 2012).

Paragraph B:

Commercial websites are not restricted to selling tangible products; they can also provide services and a good example of this are travel and matrimony websites (Glendenning, 2013, p.12). If you are planning to sell your products or services online, the tons of free e-commerce software will help you get started in no time (Glendenning, 2013).

Paragraph C:

Computer Hardware (simply called hardware) is the physical parts or components of a computer all of which are physical objects that are tangible (Santos, 2014, p.76). All computer components are important, but try to start your computer after removing the CPU and you will soon realize it is indeed the brain of the operation (Santos, 2014, p.89). The most powerful component of your entire computer system is not the biggest one but it is often the most expensive (Santos, 2014, p. 7).

5. **i.e. (*id est.*)** "that is more precisely. "Literally, "it is. Commonly used to refine a general statement or provide additional information.

Meaning = ‘that is’ or ‘in other words’

Purpose = to provide additional information or details
= to provide further understanding of the word

TASK: Re-write the following sentences using the abbreviation “i.e.”

1. The standard discount applies; that is 10 %.
2. Our back-up drives in other words drives F and G are new.
3. I really like the food that you cook that is a menu with chicken and butter.
4. After work I will walk over to the Sur Sports Complex, in other words the new sport arena of few blocks away.
5. My mother’s favorite is shawarma sandwich that is a chicken or beef.
6. The experiment was presented in three stages in other words the first stage, the second stage, and the final stage.

TASK: Re-write the following sentences using the abbreviation “i.e.”

1. Of course, the brain is a very delicate organ. It is easily damaged.

2. We can also take to keep our brains healthy. Experts recommend the following tips to keep your brain in good shape.

3. When you are studying, keep your body and brain healthy. Do exercise, eat good food, and sleep.

6. N.B. (Nota Bene.) The Latin imperative means "Take notice of this very carefully," that is, pay special attention to this part because it is unusually important, tricky, or confusing.

Meaning = ‘note and remember’ or ‘take notice carefully’

Purpose = to provide a careful look
= to provide an special attention

TASK: Re-write the following sentences using the abbreviation “N.B.”

1. We are going to the Himalayas in January. Take note it is very cold at the time, so make sure to bring warm clothes.

2. Remember the library is closed at 1:00 pm.

3. Take note you must submit your completed application form before midnight.

4. The Midterm examination is on 27th April. Remember you must bring your ID card, pen and paper.

5. Your speaking test is on 27th June Remember “do not forget to see in your name in the sign up form.

6. The class test is re-scheduled this Monday. Take note to review chapters 8 and 9 because the exam is that difficult.

7. **c. or ca. or cca.** (*circa*) meaning “around” “about” “approximately” used in dates to indicate approximately.

Meaning = ‘around’ or ‘about’ or ‘approximately’ (*for number/period only*)

Purpose = to provide the date
= to provide an indication of beginning

TASK: Re-write the following sentences using the abbreviation “ca.”

1. The house of my grandmother was built approximately 12 years ago.

2. The old clock that can be seen in your house is about 900.

3. The library at Sur University College was constructed around three years ago.

4. The world population today is around six billion people.

5. The total number of students at Sur University College is about 2 thousand.

6. The museum that is situated in the corner of the market was estimated to be 30 thousand years ago.

8. **et. al. (*et alii*)** meaning "and others", "and co-workers". It can also stand for *et alia*, "and other things", or *et alibi*, "and other places".

Meaning = ‘and others’ or ‘and other things’ (*for many authors only*)

Purpose = to provide an academic author referencing
= to provide an academic author citation

TASK: Re-write the following sentences using the abbreviation “et.al”

1. This marking system, originally proposed by Pares, Smith, Steven and Copper is simple and objectives.

2. The book of Harres, Holmes, Gregorio is important to the students taking up Business Administration.

3. The article of Al Oraimi, Al Balushi, Al Alawi about water pollution must be read by the students.

4. Philpot, Palamus, Palmes mentioned the four methods of reading in their statement.

5. Summary is a short version of a longer text (Smith, Smars, Stood).

9. **viz. (*videlicet*)** meaning "namely", "to wit", "precisely", "that is to say" In contradistinction to "i.e." and "e.g.", "viz." is used to indicate a detailed description of something stated before, and when it precedes a list of group members, it implies (near) completeness.

Meaning = ‘namely’ or ‘exactly’ or ‘that is to say’

Purpose = to provide an exact list
= to provide a complete list

TASK: Re-write the following sentences using the abbreviation “viz.”

1. This book is decided to my family, to mention my parents and my two sisters.

2. My grandmother had four sons that grew up specifically, Thomas, John, Benjamin and Joshua.

3. The three departments at Sur University, to mention Business Administration, Engineering and Information Technology are active in community works.

4. The graph shows the three types of work, namely paid work, unpaid work, and part time work.

5. The three types of cellphone are portable cellphone, handheld cellphone, and digital cellphone.

10. p. or pp. (*page or pages*) meaning refer to page or pages of the book used in the research writing or cited references.

Meaning = 'page' or 'pages (*for book/and other printed materials*)

Purpose = to provide the exact page of a written page
= to provide the page of any citation

TASK: Re-write the following sentences using the abbreviation “p. or pp.”

1. The topics about management and leadership can be seen in your book on pages 23 and 25.

2. There are several other problems involved in computer programming see page 123.

3. There are many common abbreviations that are used in academic and technical text that were discussed on pages 49-50 of your book.

4. Some abbreviations are read as individual letters. This is explained fully in your book on page 56.

5. Check in your dictionary (pages: 23-45) on how to say the abbreviations.

MATCH the abbreviations with their meaning.

Column A (Abbreviation)

1. e.g.

2. c. or ca.

3. cf.

4. i.e.

5. Ibid.

Answer (a-e)

Column B (Meaning)

a. *compare with this*

b. *in the same passage or a reference to a source*

c. *for example*

d. *that is*

e. *about approximately*

MATCH the abbreviations with their meaning.

Column A (Abbreviation)

1. N.B.

2. p. or pp.

3. etc.

4. cp.

5. et. al.

Answer (a-e)

Column B (Meaning)

a. *compare statement*

b. *and more of the same*

c. *make and remember*

d. *page or pages*

e. *and many others or co-workers*

FINDINGS AND DISCUSSIONS

This part of the report works elucidated the findings and performance of the students using the proposed worksheets. The proposed worksheet was used by the teacher and it was found out that:

1. The students increase their retentively and easily remember the abbreviation. The uses and functions of the abbreviation were properly indicated.
2. The performance of the students was 'highly' commendable and surpasses the mean. This implies that most of the students can work independently using the worksheets.
3. The teacher serves as the facilitator of learning, rather than teacher-centered activity. The students maximize their time to the fullest.

CONCLUSIONS

This worksheet exposes the students on the different tasks about abbreviations used in technical writing. The tasks that are included in the worksheets are experiential, challenging and self-paced activities wherein the teacher served as a facilitator of learning. A 'self discovery' approach is also used in the tasks. The students are learning the concepts of abbreviation and at the same time pondering their skills on the guidelines in using the abbreviation in their daily life.

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