

Common Acronyms

Acronym	Meaning
AI	artificial intelligence
AM	used with times (in the morning)
ASAP	as soon as possible
B&B	bed and breakfast
BBC	British broadcasting corporation
BTW	by the way
BCC	blind carbon copy (in an email)
CV	curriculum vitae
EFL	English as a foreign language
e.g.	for example
ETA	estimated time of arrival
FAO	for the attention of
FAQ	frequently asked questions
FYI	for your information
GB	Great Britain
GP	general practitioner (doctor)
HQ	headquarters
HR	human resources
ID	identification
LGBTQ	lesbian, gay, bisexual, transsexual and queer
MA	master of arts
MP	member of parliament
PC	politically correct

Acronym	Meaning
PhD	doctor of
PLC	public limited company
PM	prime minister used with times (in the afternoon)
PS	post scriptum
PTO	please turn over
Q&A	question and answer
RSVP	retournez s'il vous plait (please reply)
TV	television
UK	United Kingdom
USA	United States of America
VR	virtual reality