

BUSINESS ENGLISH VOCABULARY**Abbreviations and Acronyms**

Word	Meaning
@	at
a/c	account
AGM	annual general meeting
a.m.	ante meridiem (before noon)
a/o	account of (on behalf of)
AOB	any other business
ASAP	as soon as possible
ATM	automated teller machine (cash dispenser)
attn	for the attention of
approx	approximately
cc	copy to
CEO	chief executive officer
c/o	care of (on letters: at the address of)
Co	company
cm	centimetre
COD	cash on delivery
dept	department
e.g.	exempli gratia (for example)
EGM	extraordinary general meeting
ETA	estimated time of arrival
etc	et caetera (and so on)
GDP	gross domestic product
GNP	gross national product
GMT	Greenwich mean time (time in London)
i.e.	id est (meaning : 'that is')
Inc	incorporated
IOU	I owe you
IPO	initial public offer
Jr	junior
K	thousand

lb	pound (weight)
£	pound (money/currency)