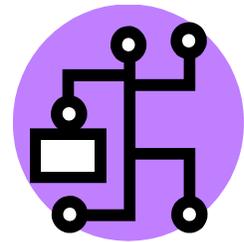


Quick Tip of the Week

Did you know . . .

An **acronym** is a word formed by taking the first letter (or groups of letters) in a set phrase or series of words. Such as **SSN** for social security number, **OPEC** for Organization of Petroleum Exporting Countries, or **RN** for Registered Nurse.

Recently, a wave of new acronyms have become quite popular as more and more people spend an increasing amount of time texting or emailing. For example, **BTW** for by the way, **OMG** for Oh my God, **LOL** for laugh out loud, and I'm sure you know many others.



There are several dangers to avoid when using acronyms in your writing. The first is (and I know you have heard me say this before) be sure that you do not use any sort of text messaging lingo in your school papers. The second is to be sure that you are not redundant in your writing because of the use of acronyms. For example, be sure not to type:

I forgot my **PIN** number.

I walked two blocks before I found an **ATM** machine.

Our Loan Officer got us a great **APR** rate.

He represents the **GOP** party.

Please provide your **VIN** number to get insurance.

Why don't we want to do this? Well because

PIN = Personal identification number

ATM= Automatic teller machine

APR= Annual percentage rate

GOP= Grand old party

VIN= Vehicle identification number

So essentially what you have type instead is:

I forgot my personal identification number number.

I walked two blocks before I found an automatic teller machine machine.

Our Loan Office got us a great annual percentage rate rate.

He represents the grand old party party.

Please provide your vehicle identification number number to get insurance.

It's true that it sounds better to say VIN number, than to just say VIN. Something about it is easier on the ear. The important thing to remember when you are writing with acronyms however, is to be sure you know what the letters stand for so you do not find yourself adding in the extra (or redundant) word at the end of the phrase.

<http://grammar.quickanddirtytips.com>
www.dictionary.com