

Revised te-Taking System

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Outline:

1. Lexical part;
2. Grammatical part;
3. Structural part

Omit Vowels

- jst - just
- wrd - word
- thrgh - through
- svrl - several
- spnd - spend
- bsns - business
- vst - visit
- knwldg - knowledge
- dd - dad, father
- mm - mom, mother
- grndm - grandmother
- grndf - grandfather
- grw - grow
- brdr - border
- rmbr - remember
- mmb - member
- hppn - happen
- dfrnc - difference
- dfcl - difficult
- tht - that
- prt - part
- fdrl - federal
- smll - small
- bg - big
- smthng - something
- sccssfl - successful
- rgrd - regard
- dvlpmnt - development

Common Shortenings

- sys – system
- Xmas – Christmas
- pic – picture, photo
- sec – second
- max – maximum
- doc – document
- meds – medications
- info – information
- Mr – Mister
- Pr – President
- asap – as soon as possible
- L&D – Ladies&Gentlemen
- tel – telephone
- Ave. – avenue
- St. – street
- sm1 – someone
- B4 – before
- GM/GA – good morning/afternoon
- PM – Prime Minister
- Ex. – example
- ex – export
- imp – import
- TNU – thank you
- admin – administrator
- intro – introduction
- lab – laboratory
- uni – university

Abbreviations of countries, organizations

Countries:

- Ger – Germany
- Afg – Afghanistan
- Alb – Albania
- &rra – Andorra
- Arm – Armenia
- RU – Russia
- KZ – Kazakhstan
- UZ – Uzbekistan
- AZ – Azerbaijan
- blRU – Belarus

BG – Bulgaria
Can – Canada
CAR – Central African
Republic
Eg – Egypt
Est – Estonia
Fr – France
Fin – Finland
Hun – Hungary
It – Italy
Esp (from Espana) – Spain
KG – Kyrgyzstan
Lux – Luxembourg

- Mex – Mexico
- Mong – Mongolia
- Pol – Poland
- Sing – Singapore
- SWZ – Switzerland
- Thai – Thailand
- Taj – Tajikistan
- Syr – Syria
- Ukr – Ukraine
- USA
- UK
- SWD – Sweden

Organizations

- UN – United Nations
- NATO – North Atlantic Treaty Org.
- WHO – World Health Org.
- UNICEF – United Nations Children’s Fund
- UNESCO – United Nations Educational, Scientific and Cultural Org.
- WTO – World Trade Org.
- CSTO – Collective Security Treaty Org.
- CIS – Commonwealth of Independent States
- SCO – Shanghai Cooperation Org.
- CSTO – Collective Security Treaty Org.

Map Locations

- Ave. – Avenue
- Blvd. – Boulevard
- Cyn. – Canyon
- Dr. – Drive
- Ln. – Lane
- Rd. – Road
- St. – Street
- E – east
- N – north
- NE – northeast
- NW – northwest
- S – south
- SE – southeast
- SW – southwest
- W – west

Numbers and Months

MONTHS:

- Jn, Fb, Mar, Ap, May, Jun, Jl, Av, Sp, Oc, Nv, Dc

NUMBERS:

- 1st, 2nd, 3rd
- 2k - 2000, 15k - 15000
- 5m - 5 millions

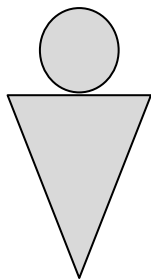
DAYS:

- Mn, Tu, Wd, Th, Fr, St, Sn

Male, Female

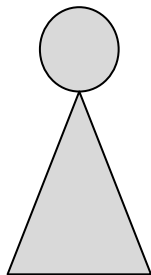
Pronouns

MALE



I, U, We, Za, He, Sh, It, Ur

FEMALE



Comparative form

< More

> Less

Introductory Phrases

L&D - Ladies and Gentlemen

GA, GM - Good afternoon/morning

Dr - Dear

Hwvr - However

TNU - Thank You

TBH - To be honest

B4 - Before

△² - women

▽² - men

✕ - war

: - said

∫ - and

♡ - Love

\$ - money

□ - country

○ - meeting

☺ - good

☹ - bad

☼ - day

☾ - night

☺ - summer

* - winter

♂ - autumn

♀ - spring

> - more

< - Less

✈ - fly

♡ - hate

👁 - see/watch

! - attention

⊕ - time

☞ - export

☛ - import

⇒ - therefore

= - important

☒ - close

✓x - yes/no

💰 - economy

💧 - water

🏠 - house

TNU FOR UR ATTENTION!