

Name: \_\_\_\_\_

An **abbreviation** is a short form of a word used to simplify what you are writing. Abbreviations are commonly used in people's names. Here are some that you have probably seen written before or after a person's name.

Abbreviations Before Names <b>Example: Mr. Jonathan Banks</b>	Abbreviations After Names (comma, then title or degree) <b>Example: Matilda James, D.D.S.</b>
Mr. = Mister Mrs. = Mistress Dr. = Doctor Rev. = Reverend Hon. = Honorable Prof. = Professor Gen. = General Rep. = Representative Sen. = Senator St. = Saint Capt. = Captain Sgt. = Sergeant Pvt. = Private	Jr. = Junior Sr. = Senior M.D. = Medical Doctor Ph.D. = Doctor of Philosophy D.D.S. = Doctor of Dental Surgery Ed.D. = Doctor of Education M.A. = Master of Arts M.S. = Master of Science B.A. = Bachelor of Arts B.S. = Bachelor of Science

**Rewrite each sentence using the appropriate abbreviation with the names of people.**

1. Sergeant Jim Sanders met Mistress Olson at the front desk.  
\_\_\_\_\_
2. Doctor and Mistress Peter Bright received an award from Captain Snow.  
\_\_\_\_\_
3. Professor Lee told Mister Poe he would become Bob Poe, Master of Science.  
\_\_\_\_\_
4. I wrote a check to my dentist: Amy Ray, Doctor of Dental Surgery.  
\_\_\_\_\_
5. Reverend Oliver Jones is preaching at Senator Barbara Boxer's church.  
\_\_\_\_\_
6. Captain Laura Mott and her son, Jason Mott, Junior, are coming to the party.  
\_\_\_\_\_
7. Honorable Melissa Melendez, Mayor of Lake City, met with Private Johnson.  
\_\_\_\_\_
8. Joe Tan, Medical Doctor, brought his daughter, Jennifer Tan, Master of Arts.  
\_\_\_\_\_

**Write your own original sentence using two abbreviations from above.**

\_\_\_\_\_

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1. Sergeant Jim Sanders met Mistress Olson at the front desk.

Sgt. Jim Sanders met Mrs. Olson at the front desk.

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Dr. and Mrs. Peter Bright received an award from Capt. Snow.

3. Professor Lee told Mister Poe he would become Bob Poe, Master of Science.

Prof. Lee told Mr. Poe he would become Bob Poe, M.S.

4. I wrote a check to my dentist: Amy Ray, Doctor of Dental Surgery.

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7. Honorable Melissa Melendez, Mayor of Lake City, met with Private Johnson.

Hon. Melissa Melendez, Mayor of Lake City, met with Pvt. Johnson.

8. Joe Tan, Medical Doctor, brought his daughter, Jennifer Tan, Master of Arts.

Joe Tan, M.D., brought his daughter, Jennifer Tan, M.A.

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(Student answers will vary.)