

ELTE Summer quiz 7- Acronyms



1. Please send me the updated figures **ASAP**, as the meeting starts in 20 minutes.

- ☐ (A) As Soon As Possible
- ☐ (B) At Some Appropriate Point
- ☐ (C) As Scheduled And Planned

2. **FYI**, the client has moved tomorrow's meeting to 3 p.m.

- ☐ (A) For Your Information
- ☐ (B) For Your Inspection
- ☐ (C) From Your Invitation

3. I'm working from home **WFH** today because the office is being renovated.

- ☐ (A) Working From Home
- ☐ (B) Working For Headquarters
- ☐ (C) Working Full Hours

4. Could you **CC** Sarah on the email so she knows what was agreed?

- ☐ (A) Contact Carefully
- ☐ (B) Carbon Copy
- ☐ (C) Confirm Communication

5. **BTW**, did you remember to book a table for tonight?

- ☐ (A) Between The Week
- ☐ (B) By The Way
- ☐ (C) Before The Weekend

6. The manager asked everyone to send their feedback **EOD**.

- ☐ (A) End Of Day
- ☐ (B) Early On Demand
- ☐ (C) Every Other Day

7. **OOO** until Monday, so please contact James if you need immediate assistance.

- ☐ (A) Officially On Operations
- ☐ (B) Out Of Office
- ☐ (C) Open On Occasion

8. We need to know the ETA before deciding whether we can wait for the delivery.

- ☐ (A) Estimate The Amount
- ☐ (B) Estimated Time of Arrival
- ☐ (C) Expected Travel Arrangement

9. **TBD**, so we'll confirm the location once the organisers have made a decision.

- ☐ (A) To Be Discussed
- ☐ (B) To Be Decided
- ☐ (C) To Be Determined

10. I'm not sure about the exact price **ATM**, but I'll check and let you know.

- ☐ (A) At The Moment
- ☐ (B) After The Meeting
- ☐ (C) Around This Month

11. The team has made excellent progress according to our **KPI** this quarter, particularly in customer retention.

- ☐ (A) Key Performance Indicator
- ☐ (B) Known Project Initiative
- ☐ (C) Key Personnel Instruction

12. We'll have to **DIY** the decorations because hiring a professional company is too expensive.

- ☐ (A) Design It Yourself
- ☐ (B) Do It Yourself
- ☐ (C) Develop It Yearly

13. TL;DR: the proposal was approved, but we need to reduce the budget by 10%.

- ☐ (A) The Last Decision; Review
- ☐ (B) Too Long; Didn't Read
- ☐ (C) The List; Details Required

14. The new software should make the process much more efficient, **IMO**.

- ☐ (A) In My Opinion
- ☐ (B) In Modern Operations
- ☐ (C) In Most Occasions

15. We've been **WIP** on the new website for several weeks, but it still needs extensive testing.

- ☐ (A) Working In Progress
- ☐ (B) Work In Progress
- ☐ (C) Website Implementation Process

☐ ELTE Summer quiz 7- Acronyms ☐☐

1. Please send me the updated figures **ASAP**, as the meeting starts in 20 minutes.

- ✓ A As Soon As Possible
- B At Some Appropriate Point
- C As Scheduled And Planned

i ASAP means As Soon As Possible. It is used when something needs to be done quickly or without unnecessary delay.

2. **FYI**, the client has moved tomorrow's meeting to 3 p.m.

- ✓ A For Your Information
- B For Your Inspection
- C From Your Invitation

i FYI means For Your Information. It is commonly used to give someone information without necessarily asking them to take action.

3. I'm working from home **WFH** today because the office is being renovated.

- ✓ A Working From Home
- B Working For Headquarters
- C Working Full Hours

i WFH means Working From Home. It is widely used in professional communication to describe remote working.

4. Could you **CC** Sarah on the email so she knows what was agreed?

- A Contact Carefully
- ✓ B Carbon Copy
- C Confirm Communication

i CC means Carbon Copy. When you CC someone on an email, they receive a copy even though they are not the main recipient.

5. **BTW**, did you remember to book a table for tonight?

A Between The Week

✓ B By The Way

C Before The Weekend

i BTW means By The Way. It is used to introduce an additional or slightly unrelated point.

6. The manager asked everyone to send their feedback **EOD**.

✓ A End Of Day

B Early On Demand

C Every Other Day

i EOD means End Of Day. In a work context, it usually means that something should be completed before the working day finishes.

7. **OOO** until Monday, so please contact James if you need immediate assistance.

A Officially On Operations

✓ B Out Of Office

C Open On Occasion

i OOO means Out Of Office. It is often used in automatic email replies when someone is unavailable.

8. We need to know the ETA before deciding whether we can wait for the delivery.

A Estimate The Amount

✓ B Estimated Time of Arrival

C Expected Travel Arrangement

i ETA means Estimated Time of Arrival. It refers to the expected time when a person, vehicle, delivery, or service will arrive.

9. **TBD**, so we'll confirm the location once the organisers have made a decision.

A To Be Discussed

B To Be Decided

✓ C To Be Determined

i TBD means To Be Determined. It indicates that a detail has not yet been decided or established.

10. I'm not sure about the exact price **ATM**, but I'll check and let you know.

- ✓ **A** At The Moment
- B** After The Meeting
- C** Around This Month

i ATM can mean At The Moment in informal messages. Here, it means 'right now' or 'currently.'

11. The team has made excellent progress according to our **KPI** this quarter, particularly in customer retention.

- ✓ **A** Key Performance Indicator
- B** Known Project Initiative
- C** Key Personnel Instruction

i KPI means Key Performance Indicator. It is a measurable value used to assess how successfully a person, team, or organisation is achieving a particular objective.

12. We'll have to **DIY** the decorations because hiring a professional company is too expensive.

- A** Design It Yourself
- ✓ **B** Do It Yourself
- C** Develop It Yearly

i DIY means Do It Yourself. It refers to making, repairing, or decorating something yourself rather than paying a professional.

13. **TL;DR**: the proposal was approved, but we need to reduce the budget by 10%.

- A** The Last Decision; Review
- ✓ **B** Too Long; Didn't Read
- C** The List; Details Required

i TL;DR means Too Long; Didn't Read. It is commonly used before a brief summary of a longer text or message.

14. The new software should make the process much more efficient, **IMO**.

- ✓ **A** In My Opinion
- B** In Modern Operations
- C** In Most Occasions

i IMO means In My Opinion. It is used to show that what follows is the speaker's personal view rather than an established fact.

15. We've been **WIP** on the new website for several weeks, but it still needs extensive testing.

A Working In Progress

✓ **B** Work In Progress

C Website Implementation Process

i WIP means Work In Progress. It describes something that has been started but is not yet finished.