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## SHORTENING AND THEIR FUNCTION IN MODERN ENGLISH

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**Аннотация**

*Бұл мақалада қазіргі ағылшын тіліндегі қысқарған сөздердің түрлері мен қызметтері және олардың бұқаралық ақпарат құралдарында, медицина және ақпараттық технологиялар салаларындағы қолданысы қарастырылған. Практикалық тарауда қазіргі ағылшын тіліндегі кітаптар, газеттер мен журналдардан таңдалып алынған мысалдардың түрлері келтіріліп, олардың қызметтері талданған.*

**Аннотация**

*Данная статья посвящена изучению типов и функций аббревиатур современного английского языка и их использования в СМИ, медицинских и информационно-технологических сферах. Практическая часть представляет выборку примеров из современных книг, газет и журналов, разбор по типам и функциям.*

**Abstract**

*This article is devoted to the study of types of abbreviation and their function in Modern English and their usage in mass media, medical, informational and technical spheres. The practical part represents selection of examples from Modern English textbooks, newspapers and magazines and their analysis according to the types and functions.*

**Түйінді сөздер:** қысқарған сөздер, түрлері мен қызметтері, медициналық және ақпараттық технологиялар.

**Ключевые слова:** аббревиатура, типы и функции, медицинские и информационно-технологические сферы.

**Key words:** types of abbreviation and their function, medical, informational and technical spheres.

**1. Introduction.**

Shortening of words is one of the developing branches of lexicology nowadays. Being a developing branch of linguistics it requires a special attention of teachers to be adequate to their specialization in English and it reflects the general trend of simplification of a language.

The shortening of the words is one of the main trends in development of Modern English, especially in its colloquial layer, which, in its turn at high degree is supported by development of modern informational technologies and simplification of alive speech.

Shortening in communication (especially written) the process or result of representing a word or group of words by a shorter form of the word or phrase. The problems of shortened lexical units as specific language phenomena in modern languages attracted attention of many researchers. These problems are considered to numerous articles and separate researches of Kazakh, Russian and foreign authors.

The spoken and the written forms of the English language have each their own patterns of shortening, but as there is a constant exchange between both spheres, it is sometimes difficult to tell where a given shortening really originated.

The main reason for choosing this topic is that there are many words and word groups which

have their shortened version. Very often those shortened words occur in various texts, such as technical writing, statistical material, tables and notes. We decided to look up what abbreviations are commonly used in mass media, medicine, informational and technical sphere, especially in newspaper articles and textbooks. The other reason is to figure out when and how abbreviations are used in written language.

## 2. Materials and Methods.

**Research methods:** description; comparison; observation.

**The material of our research** is mass media, medicine, informational and technical sphere.

There are two types of **contractions**: grammatical contractions and single word contractions.

1. **Grammatical contractions** join together two words to make a single word.

*Examples:* it's (it is, it has); don't (do not); can't (cannot); you'll (you will); should've (should have); would've (would have); we're (we are); aren't (are not); isn't (is not), shan't (shall not); let's (let us); who's (who is, who has); they're; (they are); doesn't (does not)

2. **Single word contractions** are the shortened form of words that begin and end with the same letters as the original word, and do NOT have a full-stop. Generally speaking, you should avoid using these in your writing unless they are commonly used in a particular field of study (discipline) or used in a reference list or in-text citation.

*Examples:* govt (government); dept (department), Cwth (Commonwealth), Qld (Queensland) [John Gammack, 2007]

Contractions are regarded as informal language and should not be used in assignment or essay writing—these words should be written in full in writing. [John Gammack, 2007]

**An abbreviation** is a shortened form of a word that does not end in the same letter as the original word. Generally, full-stops are used. Unless the word is used in reference list or is an accepted form for in-text references, it is important to follow the rules for formal writing and write the term in full.

1. **Days and months:** They should be written in full in text, but used in the correct standard abbreviation for longer months when it is used in reference list

*Examples:* Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

2. **Compass points:** They should be written in full in text and hyphenated compound forms—do not capitalise unless you use the abbreviated form in diagrams or illustrations.

*Examples:* north, south, east, west, south-western, south-easterly winds

3. **Geographical features:** Always write the full name of geographical features in your written text—do not use abbreviations as you would do on a map or diagram.

*Examples:* Sydney Harbour, North Island, Snowy Mountains, Brisbane River, Cape York. [Jayadev Misra, 2012]

## 3-4. Results and Discussions.

All types of shortened words are widely used in Mass Media. We used popular American and press to find the examples of shortenings. The newspapers that I used are: “The New York Times”, “Daily News”, “The Wall Street Journal”, “USA Today”, “The Times”, “Financial Times”, “Daily Mail” and etc. We have analyzed 76 shortened words on their types and functions.

*Newspaper:* “The New York Times”

*Article:* “House Approves Bill That Allows Policy Renewals”

*Date:* November, 15 2013

“...Representative Nick J. Rahall II, Democrat of West Virginia, who voted for the legislation, said that the White House deserved an “F-minus” for its botched rollout of the Affordable Care Act...”

*The type of the shortened word:*

Nick J. Rahall II – an abbreviation of proper names. (I.V. Arnold)

*The function of the shortened word:* shortens the personal name.

F-minus - compound-shortened word. (I.V. Arnold)

*The function of the shortened word:* shortens the newspaper term.

XXI century is considered to be the century of informational and technical sciences. As these sciences are in the process of development, a lot of short and long terms are appearing every day. Some of them are very popular nowadays and known for every person, others are used only by people of these professional spheres. Here are some examples of abbreviations used in informational and technical textbooks. We have analyzed 74 shortened words of different types and identified their functions. These are the books: “The Book of Informatics”, “Theory in Programming Practice”, “Computer Science and Programming”, “Technology and Global Change, etc. and magazines: “Discover: Science for the Curious”, “The Health Journal”, “Science Daily”, “News Daily”, “Health Journal”, that we have used. [Fred Beisse, 2012, Masayuki Tanabe, 2011]

“...These disciplines now sometimes go by other names in different cultures and university department names – system sciences, organization studies, IT, management, IS and especially nowadays, simply informatics...” [Valerie Hobbs, Diarmuid Pigott, 2007]

*The type of the shortened word:* IT – lexical abbreviation, initialism. (I.V. Arnold)

*Full form of the shortened word:* IT – Informational Technologies; (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term.

*The type of the shortened word:* IS – lexical abbreviation, initialism. (I.V. Arnold)

*Full form of the shortened word:* IS – Information Services. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term.

“...For instance, even though the human voice can range up to 20kHz in frequency, telephone transmissions retain only up to about 5kHz...” [College of Physicians, 2008.]

*The type of the shortened word:* graphical abbreviation of weight. (I.V. Arnold)

*Full form of the shortened word:* kilohertz. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term.

“... Physical information, such as your gender, age, photo, signature, fingerprints, scars or **DNA** also help to uniquely identify you for the information purposes of immigration, police, access to building and the like...” [College of Physicians, 2008.p 15]

*The type of the shortened word:* lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* Deoxyribonucleic Acid. (The Free Dictionary by Farlex)

*The function of the shortened word:* shortens the medical term.

*The type of the shortened word:* lexical abbreviation, an acronym. (I.V. Arnold)

*Full form of the shortened word:* Nonprofit International Consortium for Eiffel. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the name of organization.

“...If a programming language is popular enough, some international group or committee will create an official standard version of a programming language. The largest of these groups are **ANSI** and **ISO**...” [38, p 26]

“Computer technology is now embedded in a variety of business and personal technologies and devices, including cell phones, tablet **PCs**, music and video players, gaming systems, **GPS** devices, televisions, digital cameras, electronic book readers, text and video messaging, and home security systems.” [A. Rodney, David A. Bell, 2012]

*The type of the shortened word:* **PC** – lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* **PC** – Personal Computer. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term

*The type of the shortened word:* **GPS** - lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* **GPS** – Global Positioning System. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term

“Popular categories of applications software for large-scale systems include **CRM** and **ERP**. [41, p 14]

*Magazine:* Information Week

*Article:* TechEd: Microsoft Builds Cloud, Mobile Momentum.

*Date:* 08.05.2014

“After announcing nearly 40 Azure features at last month's Build conference, Microsoft didn't let up at this week's **TechEd** conference in Houston.”

"How can there be two firsts?" said Microsoft Corporate **VP** Brad Anderson, who presided over the keynote. "

“Available immediately, it's supported by partnerships between Microsoft and telecom providers such as **AT&T**, Level 3, and Verizon.”

“Azure **API** Management, another preview release, enables companies to expose APIs through the cloud.”

*The type of the shortened word:* **TechEd** – a compound-shortened word. (I.V. Arnold)

*Full form of the shortened word:* **TechEd** – Technology and Education. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term.

*The type of the shortened word:* **VP** – lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* **VP** – Vice President. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the professional designation.

*The type of the shortened word:* **AT&T** – lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* **AT&T** – **American Telephone & Telegraph**. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the technical term.

In this part we have analyzed 53 medical abbreviations and identified their types and functions. They were found in the textbooks and magazines, like “Hematology”, “Ultrasound Imaging”, “Medical Masterclass”, “Medical Physiology: Principles for Clinical Medicine”, and magazines: “Discover: Science for the Curious”, “The Health Journal”, “Science Daily”, News Daily”, Health Journal”.

“...Barium causes severe caking and peritonitis and should never be given to a patient with suspected GI tract perforation...”

*The type of the shortened word:* lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* GastroIntestinal. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the medical term.

“Back pain with shock suggests ruptured AAA, particularly if there is a tender, pulsatile mass. Shock and vaginal bleeding in a pregnant woman suggest ruptured ectopic pregnancy.”

*The type of the shortened word:* lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* Abdominal Aortic Aneurysm. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the medical term.

“However, moderate doses of IV analgesics do not mask peritoneal signs and, by diminishing anxiety and discomfort, often make examination easier...” [Robert S. Porter, Justin L. Kaplan, 2011].

*The type of the shortened word:* lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* intravenous. (The Free Dictionary by Farlex)

*The function of the shortened word:* shortens the medical term.

“FUO is body temperature  $\geq 38.0^{\circ}$  C rectally that does not result from transient and self-limited illness, rapidly fatal illness, or disorders with clear-cut localizing symptoms or signs or with abnormalities on common tests such as chest x-ray, urinalysis, or blood cultures...” There are several types of abbreviations in this extract:

*The type of the shortened word:* FUO – lexical abbreviation, an initialism. (I.V. Arnold)

*Full form of the shortened word:* FUO – Fever of Unknown Origin. (Oxford English

Dictionary of Abbreviations)

*The function of the shortened word:* shortens the medical term.

*The type of the shortened word:* C – a graphical abbreviation. (I.V. Arnold)

*Full form of the shortened word:* C – means Celsius. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the medical term.

*The type of the shortened word:* X – ray – compound-shortened word. (I.V. Arnold)

*Full form of the shortened word:* X – ray – X – radiation. (Oxford English Dictionary of Abbreviations)

*The function of the shortened word:* shortens the medical term.

## 5. Conclusion.

Abbreviation is shortening of a word or words and its purpose is to save space. Most common types of abbreviations are initialisms and acronyms. Initialisms are pronounced letter by letter and acronyms are pronounced as a word.

There are a lot of abbreviations with various meanings. The meaning usually depends on the context.

The shortening of words also stands apart from the above two-fold division of word-formation. It cannot be regarded as part of either word-derivation or word-composition for the simple reason that neither derivational base nor the derivational affix can be singled out from the shortened word.

Shortening may be represented as significant subtraction, in which part of the original word or word group is taken away. Shortening consists in the reduction of a word to one of its parts, as a result of which the new form receives some linguistic value of its own.

On the base of researched work, we come to conclusion that we need to use the shortening to develop the grammar, its peculiarities, and to widen vocabulary. The shortenings are very useful in the society. We meet them on the newspapers, advertisements, all of them are the mass media, medicine, informational and technical sphere and of course at everyday communication.

The abbreviation is very wide theme to investigate; it has many types and tendencies for today. We researched methodical literature, scientific articles, recent works of methodology scientist; using such methods as analyzing manuals, textbooks and books, educational magazines, training appliances, newspapers and of course to find out the latest and the most modern information we used internet.

**Perspective of the work.** This material can be recommended for widening vocabulary and development of speech and knowledge of English language.

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