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https://www.100test.com/kao_ti2020/645/2021_2022__E5_8F_A3_E8_AF_91_E6_9C_80_E5_c95_645629.htm 一、 缩略词 英语当中缩略词使用的频率很高，如IMP: important, ASAP: as soon as possible。很显然如果能熟练掌握缩略词，会对百考试题有裨益。缩略词的写法一般为四种方式：F拿掉所有元音 MKT: market MGR: manager MSG: message STD: standard RCV: receive F保留前几个字母 INFO information INS insurance EXCH exchange I owe you IOU In stead of I/O F保留开头和结尾个发音字母 WK week RM room PL people F根据发音 R are THO though THRU through 高级口译听力常用英语缩略词表 缩略词 原词 APT Apartment ACC Accountant ACDG According ACPT Accept AD Advertisement ADS Address ADV Advice AMAP As much/many as possible AMT Amount APV Approve ASAP As soon as possible BAL Balance BLDG Building CERT Certificate CFM Conform CNCL Cancel CNF Conference CMI Commission CMP Complete CMPE Compete/competitive CMU Communication CONC Concern/concerning/concerned COND Condition CO. Company DEPT Department DISC Discount DPT Departure EXCH Exchange EXPLN Explain EXT Extent FLT Flight FNT Final FRT Freight FYR For your reference GD Good GUAR Guarantee H.O. Home office INFO Information IMPS Impossible IMP(T) Important INCD Include INDIV Individual INS Insurance INTST Interested I/O In stead of IOU I owe you IVO In view of MANUF Manufacture MDL Model MEMO Memorandum MGR

Manger MIN Minimum MKT Market MSG Message NCRY
Necessary NLT No later than OBS Observe OBT Obtain ORD
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POSN Position POSS(BL) Possible PROD Product QLTY Quality
QUTY Quantity RCV Receive REF Reference REGL Regular 相关
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