CHAPTER III

THE DESCRIPTION OF THE TOPIC

3. 1 Abbreviations

3.1.1 Explanations

Based on grammar that “Abbreviation” is from Latin from the word “Abbreviare” which is translated in English is to shorten. Abbreviation (from Latin *brevis* "short") is strictly a shorter form of a word, but more particularly, an abbreviation is a letter or group of letters, taken from a word or words, and employed to represent them for the form of brevity. For example, the word "abbreviation" can be abbreviated as "abbr." or "abbrev." As a handle for further discussion, so in below I bring some understanding about the abbreviation, as follow:

“Apart from the prosodically determined processes discussed in the previous section, there is one other popular way of forming words, namely abbreviation. Abbreviations are similar in nature to blends, because both blends and abbreviations are amalgamations of parts of different words. Abbreviation has in common with truncation and blending that it involves loss of material (not addition of material, as with affixation), but differs from truncation and blending in that prosodic categories do not play a prominent role. Rather, orthography is of central importance.” (Ingo Plag, Word-Formation in English, Cambrige Univ Press, 2002)

"Abbreviations may be ironic, humorous, or whimsical: for example, the rail link between the town of Bedford and the London station of St. Pancras is locally known as the Bedpan Line; a comparable link for Boston, New York, and Washington is the Bosnywash circuit. Comments on life may be telescoped into such sardonic packages as: BOGSAT a Bunch Of Guys Sitting Around a Table (making decisions about other people); GOMER Get Out of My Emergency Room (said by physicians to hypochondriacs); MMMBA Miles and Miles of Bloody Africa (an in-group term among people who have to travel those miles); TGIF

Thank God It's Friday (after a particularly hard working week)." (Tom McArthur, The Oxford Companion to the English Language, 1992)

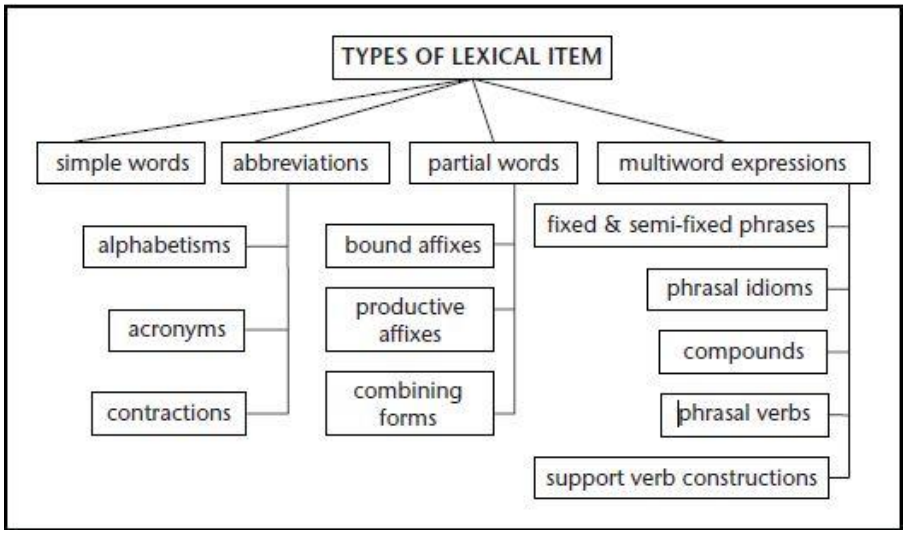
"The difference between acronyms and abbreviations is this: acronyms are proper words created from the initial letter or two of the words in a phrase, and they are pronounced like other words (cf. snafu, radar, laser, or UNESCO). By contrast, abbreviations do not form proper words, and so they are pronounced as strings of letters, for example, S.O.B., IOU, U.S.A., MP, lp, or tv." (Keith Allan and Kate Burridge, Euphemism and Dysphemism. Oxford Univ. Press, 1991)

Furthermore, in the different book, The Oxford Guide Practical Lexicography explain it more detail. It states that acronym is the initial letters of a group of words pronounced as word e.g. NATO, RAM, and UNESCO (P: 165)

Based on a several statement in above can be concluded that, abbreviation is a shortened from consisting of one or more letters.

3.2 The Kinds of Abbreviations

In lexicography, acronym is a part of abbreviation. It somehow has many parts it can be showed below:



(B.T.Atkins & Michael Rundell, The Oxford Guide Practical Lexicography: 164)

Commonly, abbreviations have various form, there are a kinds of abbreviations. In a language, people make varieties of operations or process that modify the structure of words. O'Grady & Guzman stated that word-formation processes deal with clipping, acronyms, blend, and alphabetism.

According to O'Grady & Guzman, Acronym is a process whereby new words formed from the initial letters or beginning segments of a set of words. They also describe that acronyms are formed from the initial sounds or letter of some or all of the words in a phrase or title and reading them as a word.

In addition, According to Carstairs, acronym defines as blends made up of initial letters which is not too different like O'Grady & Guzman stated.

"The most extreme kind of truncation that a component of a blend can undergo is reduction to just one sound or letter, usually the first. Blends made up of initial letters are known as acronyms"(Carstairs, An Introduction to English Morphology:65)

3.2.1 Alphabetisms

Alphabetism is a form of abbreviation that is created by using the first letter of every word in a phrase to spell out a new word, much like an acronym. An un-like acronym which is can usually be read as words, alphabetisms are reads

and said by spelling out each letter, like USMC we can spell that “u es em cee”. It may also hear an aplhabetism referred to as initialism, because the idea that it takes the initial/ letter of each word in phrase to build an acronym. When initialism is created, it usually cannot be pronounced, forcing people to spell the letter out. As in, the case is of United States Air Force (USAF) and the World Trade Organization (WTO). Sometimes, people will adopt shortcuts when spelling out initialisms, for example of the NAACP that is many people pronounce as “en double-A cee pee”. Initialism is also sometimes known as alphabetisms, referencing the idea that people spell out of the alphabet rather than saying the word.

3.2.2 Acronyms

Acronym can be made from the initial letters of words in a phrase as in the case of the North Atlantic Treaty Organization (NATO), or it can be made from parts of the words in a phrase, like with radio detecting and ranging (radar). Acronym is arranged in such a way that they can be pronounced without needing to spell out the letters. Some examples of well-known acronym include AIDS, Gestapo, scuba, and laser. In some cases, companies design an acronym so that it spells a meaningful word, as in the case of the AIDS Coalition to Unleash Power (ACT UP).

3.2.3 Clipping

Clipping is a word form is severed words to make easier and remember. According to Word Formation by Ingo Plag:

"Clippings appear as a rather mixed bag of forms abbreviated from larger words, which, however, share a common function, namely to express familiarity with the denotation of the derivative. Thus, lab is used by people who work in laboratories, demo is part of the vocabulary of people who attend demonstrations, and so on. Some clippings find their way into larger communities of speakers, in which case they lose their in-group flavor, as for example ad." (Plag, Word Formation: 154)

3.2.4 Coined

Coined is a word form which is formed of initial letter. According to Word Formation by Ingo Plag:

"coined by combining the initial letters of compounds or phrases into a pronouncable new word" (Plag, Word Formation; 155)

3.3 The Function of Abbreviations:

The Function of the abbreviations is:

1. to make it easy to say the word.
2. And make it easy to remember the word.

3.4 Loanword

According to Kemmer (2009), loanwords are words adopted by the speakers of one language from a different language (the source language). Borrowing is usually attributed to the consequence of cultural contact between two languages. Borrowing of words can goes in both directions between the two languages in contact, but often is an asymmetry, such that more word goes from

one side to the other side. In loanwords, the source language has some advantages of power that objects and ideas it brings desirable and useful to the borrowing language. For example, loanword itself is literally translated from the German word *Lehnwort*. A term that is used a different language without any changes in spelling or pronunciation is simply a foreign word. An example is the English *chauffeur*, taken directly from French. In Letter Post Manual Book, there are many loanwords in the abbreviation. So, I will explain in the next step.

3.5 Problems and Solutions

3.5.1 Problems and Analysis

I found many abbreviations in the Letter Post Manual. I found some Alphabetism, acronym, coined and clipping. Here some cases that I found in the Letter Post Manual book:

3.5.1.1 Alphabestim

1. **CA (Council of Administration)**

   This abbreviation is categorized as the alphabestim. It because we can spell out one by one, “cee ei”. The loanword in here is *Council* is form French word *concile* means assembly and *Administration* is from Latin *administratio* that is directing.

2. **Eg (for example)**

   This abbreviation is categorized as alphabesthim. It because we can spell out the word one by one “i: dʒi:” and the loanword is here is the words *For example* is from Latin *exempli gratia* means for example.

3. **EPFSC (European Postal Financial Service Commission)**

   This abbreviation is categorized as alphabetism. It because we can spell out the word one by one “i: pi: ɛf ɛs cee” and the loanword is here is Service is from Latin servitium-servire means to serve and Commission is from French committere means to commit.

4. **FAO (Food and Agriculture Organization)**

   This abbreviation is categorized as alphabestim. It because we can spell out the word one by one “ ɛf ei o” and the loanwords is *Agriculture* is from Latin word *ager* means field and *cultura* means cultivation.

5. **IAEA (International Atomic Energy Agency)**

   This abbreviation is categorized as alphabethism. It because we can spell out the word one by one “ai ei ee ei” and the loanwords in here is Atomic, Energy and Agency. Atomic is from Greek, *atomos* means something that cannot be divide. Energy is from Greek, *energia*, from *en* means in and *ergon* means work. Agency is from Latin, *agere* means to do.

6. **IATA (International Air Transport Association)**

   This abbreviation is categorized as alphabestism. Because this abbreviation, we can spell out one by one “ai ei tee ei” and the loanwords in here are Air, Transport, and Association. Air is from Greek, *aer* means

air. Transport is from Latin, *transportare* means to carry across. Association is from Latin *associare*, from *as* means to and *socius* means united.

7. **IB (International Bureau)**

   This abbreviation is categorized as alphabestim. Because this abbreviation, we can spell out one by one "ei bee" and the loanwords in here is Bureau. Bureau is from French word, *burel* means type of dark red cloth that was used for covering desks.

8. **IBRS (International Bussiness Reply Service)**

   This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out one by one "ei bee ar es" and the loanwords in here are Business, Reply and Service. Business is from Anglo-Saxon, *bisignes* means busyness from *bisig* means busy. Reply is from Latin, *replicare* means to fold back reply. Service is from Latin, *servire* means to serve.

9. **ICAO (International Civil Aviation Organization)**

   This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out in one by one "ai cee ei o" and the loanwords in here are Civil, Aviation and Organization. Civil is from Latin, *civilis* means relating to citizens. Aviation is from French, *avis* means bird. Organization is from Latin, *organizare* means to give an orderly structure to something.

10. **LP (Letter Post)**

    This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out one by one "el pee" and the loanwords in here is Letter

and Post. Letter is from Latin, *littera* means letter. Post is from French, *poste* means to place.

11. POC (Postal Operation Council)

This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out one by one "pee o cee" and the loanwords in here is Operation and Council. Operation is from French, *operation* means action or deed. Council is from French, *concile* means assembly.

12. S.A.L (Surface Airlifted Mail)

This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out one by one "es ei el" and the loanwords in here is Surface and Mail. Surface is from French, *sur* means on and *face* means face. Mail is from French, *maille* means a spot or mesh.

13. SPS (Seoul Postal Strategy)

This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out one by one "es pee es" and the loanwords in here is just Strategy. Strategy is from Greek, *strategia* from *stratos* means army and *agein* means to lead.

14. WHO (World Health Organization)

This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell out one by one "wee ect o" and the loanwords in here are World, Health and Organization. World is from Anglo-Saxon, *weorold* means the earth. Health is from Anglo-Saxon, *haelth* means a state of

physical. Organization is from Latin, *organizare* means to give an orderly structure to something.

15. **CCPS (Consultative Council for Postal Studies)**

    This abbreviation is categorized as alphabetism. Because this abbreviation we can spell out one by one “cee cee pee es” and the loanwords in here are Consultative, Council and Studies. Consultative is from Latin, *consultare* means to take counsel. Council is from Latin, *concillium* means assembly. Studies are from French, *estudie* means to set one’s mind to acquiring knowledge and understanding.

16. **LTAT (Latest Transport Arrival Time)**

    This abbreviation is categorized as alphabetism. Because this abbreviation, we can spell one by one “el tee ei tee”. The loanword in here is Latest, Transport, Arrival and Time. Latest is from Anglo-Saxon, *laet* means coming. Transport is from Latin, *transportare* means to carry across. Arrival is from French, *ariver* means the act a coming to destination. Time is from Anglo-Saxon, *tima* means the continous passing and succesion of minute, days etc.

3.5.1.2 Acronym

1. **EDI (Economic Data Interchange)**

   This abbreviation is categorized as acronym. It because we spell out one by one “i: dee e” and the loanwords in here just the *Data* is from Latin *datum* means things given.

2. **UPU (Universal Postal Union)**

   This abbreviation is categorized as acronym. Because this abbreviation, we can spell out in one word “yu pu”. The loanword in here is Universal and Union. Universal is from French, universel means relating to the universe. Union is from Latin, unio means oneness or unity.

3.5.1.3 Coined

1. **C (Centime)**

   This abbreviation is categorized as coined. It because we can spell out just one alphabet, “cee”. The loanword in here is *Centime* is from French word *centiesme* means one-hundredth.

2. **G (gramme)**

   This abbreviation is categorized as coined. It because we can spell out the word just one “jee” and the loanwords in here is *gramme* itself. Gramme is form Greek word *gramma* means a small weight.

3. **H (hour)**

   This abbreviation is categorized as coined. Because this abbreviation, we can spell out just one alphabet “ect”. The loanword in here is just Hour itself. Hour is from Greek, *hora* means sixty minutes.

3.5.1.4 Clipping

1. **Id (Idem)**

   This abbreviation is categorized as clipping. Because this abbreviations is cut in the middle of the word, the word idem is cut become Id so this is clipping. The loanword in here is idem itself. Idem is from Latin, *ibidem* means the same.

2. **Max (maximum)**

   This abbreviation is categorized as clipping. Because this abbreviation is cut in the middle of the word, the word maximum is cut become max, so this is clipping. The loanword is maximum. Maximum is from Latin, *maximus* means greatest.

3. **Regs (Regulations)**

   This abbreviation is categorized as clipping. Because this abbreviations is cut in the middle of the word, the word regulations is cut become regs so this is clipping. The loanword in here is Regulations itself. Regulations is from Latin, *regulare*, from *regula* means rule.

4. **Vol (Volume)**

   This abbreviation is categorized as clipping. Because this abbreviations is cut in the middle of the word, the word volume is cut become Vol, so this is clipping. The loanword in here is Volume. Volume is from Latin, *volumen* means roll or scroll.

5. **Circ (circular)**

   This abbreviation is categorized as clipping. Because this abbreviation is cut in the middle of word, the word circular is cut to become circ, so this word is clipping. The loanword in here is Circular itself. Circular is from Latin, *circularis* means having the form of a circle.

6. **Col (Column)**

   This abbreviation is categorized as clipping. Because this abbreviation is cut in the middle of the word, the word column is cut to become col, so this word is clipping. The loanword in here is Column itself. Column is from Latin, *columna* means pillar.

7. **Comm (Committee)**

   This abbreviation is categorized as clipping. Because this abbreviation is cut in the middle of the word, the word committee is cut to become comm, so this word is clipping. The loanword in here is Committee itself. Committee is from Latin, *committere* means to put together or to join.

8. **Conf (Conference)**

   This abbreviation is categorized as clipping. Because this abbreviation is cut in the middle of the word, the word conference is cut to become conf, so this abbreviation is clipping. The loanword in here is Conference itself. Conference is from Latin, *conferentia* from *conferre* means to bring together.

9. Doc (Document)

This abbreviation is categorized as clipping. Because this abbreviation is cut in the middle of the word, the word document is cut to become doc, so this abbreviation is clipping. The loanword in here is Document itself. Document is from Latin, *documentum* means lesson or proof.

10. Gen Regs (General Regulations)

This abbreviations is categorized as clipping, because this abbreviation is cut in the middle of the word, the word general is cut to become gen and the word regulations is cut to become regs, so this abbreviation is clipping. The loanwords in here are General and Regulations. General is from Latin, *generalis* means applying to the whole group. Regulations is from Latin, *regulare*, from *regula* means rule.

3.5.2 Solutions

The abbreviation should categorized in here. The abbreviations that is found in the Letter Post Manual is uncategorized and also the loanword derived from what word and what language is absorbed.