**EXERCISES ON NOTE-TAKING (Abbreviations)**

***Exercise 1.* Abbreviate the following words. Pay attention to Rozan’s suggestions and rules:**

crime, criminal, criminality ---

employment, unemployment, employer, employee ---

legislation, legislator, legislative ---

maximum, maximize, maximisation ---

parent, parental, parenthood, parents-in-law ---

photograph, photography, photographer ---

industry, industrial, industrialised ---

investment, investor ---

emigrant, emigration, immigration, immigrant ---

politics, politician, political ---

government, governmental ---

computer, computational, computerise ----

facility, facilitate, facilitator ---

knowledge, knowledgeable ---

***Exercise 2.* Abbreviate the following proper names:**

Moldova \_\_\_\_\_\_\_\_, Germany \_\_\_\_\_\_\_\_, Romania \_\_\_\_\_\_\_\_\_, Russia \_\_\_\_\_\_\_\_\_\_, Spain \_\_\_\_\_\_\_\_, Portugal \_\_\_\_\_\_, Italy \_\_\_\_\_\_\_\_\_\_, France \_\_\_\_\_\_\_\_\_\_, Switzerland \_\_\_\_\_\_\_\_\_, Belgium \_\_\_\_\_\_\_\_, Poland \_\_\_\_\_\_, Bulgaria \_\_\_\_\_, Turkey \_\_\_\_\_\_\_\_, Australia \_\_\_\_\_\_\_\_, Austria \_\_\_\_\_\_\_\_\_, Brazil \_\_\_\_\_\_, Canada \_\_\_\_\_\_\_\_, China \_\_\_\_\_\_\_, Croatia \_\_\_\_\_\_\_\_, Czech Republic \_\_\_\_\_\_\_, Denmark \_\_\_\_\_\_\_\_\_\_\_, Egypt \_\_\_\_\_\_\_\_, Finland \_\_\_\_\_\_\_, Greece \_\_\_\_\_\_, Hungary \_\_\_\_\_\_\_\_\_\_, Iceland \_\_\_\_\_\_\_, India \_\_\_\_\_\_\_, Ireland \_\_\_\_\_\_\_, Japan \_\_\_\_\_\_\_, The Netherlands\_\_\_\_\_\_\_\_, Middle East \_\_\_\_\_, Western Europe \_\_\_\_\_\_, North America \_\_\_\_\_\_\_\_\_\_, Eastern Europe \_\_\_\_\_\_\_\_, London \_\_\_\_\_\_\_\_\_, Washington \_\_\_\_\_\_\_, Budapest \_\_\_\_\_\_\_, Moscow \_\_\_\_\_\_\_, Chisinau \_\_\_\_\_\_\_\_, Bucharest \_\_\_\_\_, Saint Petersburg \_\_\_\_\_\_\_, Brussels \_\_\_\_\_\_\_, Strasbourg \_\_\_\_\_\_\_\_\_, Paris \_\_\_\_\_\_, March \_\_\_\_, April \_\_\_\_\_, June \_\_\_\_\_, July \_\_\_\_\_, September \_\_\_\_\_\_\_, October \_\_\_\_\_\_\_, Wednesday \_\_\_\_\_\_\_, Thursday \_\_\_\_\_\_\_, Monday \_\_\_\_\_\_\_, Saturday \_\_\_\_\_\_\_, Tuesday \_\_\_\_\_\_, the Mediterranean Sea \_\_\_\_\_\_\_, Council of Europe \_\_\_\_\_\_\_.

***Exercise 3.* Provide common abbreviation for the following words and word combinations:**

representative \_\_\_\_\_\_\_, influenza \_\_\_\_\_\_\_, condominium \_\_\_\_\_\_\_, department \_\_\_\_\_\_\_, exposition \_\_\_\_, detoxification \_\_\_\_\_\_\_, helicopter \_\_\_\_\_\_\_, dormitory \_\_\_\_\_\_\_\_\_\_, captain \_\_\_\_\_\_\_, great \_\_\_\_\_\_\_, holidays \_\_\_\_\_\_\_, husband \_\_\_\_\_\_\_, detective \_\_\_\_\_\_\_, memorandum \_\_\_\_\_\_\_, professional \_\_\_\_\_\_\_, earthquake \_\_\_\_\_\_\_, meteorological \_\_\_\_\_\_\_, plural \_\_\_\_\_\_\_, square \_\_\_\_\_\_\_, teenage \_\_\_\_\_\_\_.