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### **ABBREVIATIONS, TERMS AND THEIR USAGE IN ONLINE COURSES**

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**Abstract:** This Article shows that shortening of words is one of the developing branches and it gives general simplification to worldwide. Shortening reflects the general trend of simplification of a language.

**Keywords:** Abbreviation, topics, simplification, online , practical significance.

Distinction should be made between shortening of words in written speech and in the sphere of oral intercourse. Shortening of words in written speech results in graphical abbreviations which are, in fact, signs representing words and word-groups of high frequency of occurrence in various spheres of human activity; note, for instance, RD for Road and St for Street in addresses on envelopes and in letters; to for tube, are for aerial in Radio Engineering **References:**, etc. The characteristic feature of graphical abbreviations is that they are restricted in use to written speech, occurring only in various kinds of texts, articles, books, advertisements, letters, etc. In reading many of them are substituted by the words and phrases that they represent, e. g., Dr.-doctor, Mr.-mister, Oct.-October, etc., the abbreviations of Latin and French words and phrases being usually read as their English equivalents. It is only natural that in the course of language development, some graphical abbreviations should gradually penetrate into the sphere of oral intercourse and, as a result, turn into lexical abbreviations used both in oral and written speech. In most cases a shortened word exists in the vocabulary together with the longer word from which it is derived and usually has the same lexical meaning differing only in emotive charge and stylistic reference. The question naturally arises whether the shortened forms and the original forms should be considered separate words. Some

linguists hold the view that as the two units (e.g. exam and examination) do not differ in meaning but only in stylistic application, it would be wrong to apply the term word to the shortened unit. In fact, the shortened unit is a word-variant (e.g., exam is a word-variant of the word examination).

They are made up of the initial sounds or syllables of the components of a word-group or a compound word usually of a terminological character. There are two ways to read and pronounce such abbreviations:

As a succession of the alphabetical readings of the constituent letters, e. g. B. B. C, ['bi:'bi: si:] British Broadcasting Corporation; -T.V. ['ti:'vi:] television; etc.

as a succession of sounds denoted by the constituent letters, i. e. as if the abbreviations were ordinary words, e.g. UNO ['ju:noy] United Nations Organization; NATO ['neitou] North Atlantic Treaty Organization; It is typical of word clipping in Modern English that in most cases it is the nouns that are shortened. There are very few clipped adjectives all of them belonging to jargonize, e.g. add from ardent, dilly from delightful and some others. As for clipped verbs it is usually a case of conversion from clipped nouns, e. g. to taxi from taxi, to phone from phone, to perm from perm—'a permanent wave', etc.

1) When performing in the sentence some peculiarities the syntactical functions of ordinary of Clipped words and lexical Abbreviations, abbreviations take on grammatical inflections, e. g. exams, M. P. s (will attack huge arms bill), (Tory) M. P.'s (concern at), etc.

These two categories of shortened words may be used with the definite and the indefinite article, e. g. the B. B. C, a bike, the radar, etc.

They may be combined with derivational affixes and be used in compounding, e. g. Y. C L.-er— 'member of the Y.C.L.'; M. P.-ess—'woman-member of Parliament'; hanky from handkerchief, nighttime from nightdress (with the diminutive suffix -ie); radar man—оператор радиолокационной станции, etc.

Clipped words are characteristic of colloquial speech. The number of clipped words used in everyday speech is rather considerable and newly clipped words keep entering the vocabulary.

The type of consonant-interchange typical of Modern English is the interchange of a voiceless fricative consonant in a noun and the corresponding voiced consonant in the corresponding verb, e.g.: use—to use, mouth—to mouth, house—to house, advice—to advise, etc They are homonymous but not identical. Tele- in television is derived from "Grtele far", it is a combining form used to coin many special terms denoting instruments and processes, which produce or record results at a distance, such as telecommunication, telemechanics, telepathy, telephone, telescope and television itself. Tele- in telecast does not mean 'far', it is a new

development — the shortened variant of television rendering a special new notion. This becomes obvious from the following simple transformations: television - vision at a distance, tele (broad)"cast HO a broadcast at a distance, 3 tele (broad) cast a television broadcast. In this new capacity, tele- enters many combinations: telefilm, tele-prompter (an electronic device that slowly unrolls the speaker's text, in large print out of sight of the audience), televiwer 'one who uses a television set', telestar (Anglo-American satellite used as television relay station).

The correlation of a curtailed word with its prototype is of great interest. Two possible developments should be noted:

1. The curtailed form may be regarded as a variant or a synonym differing from the full form quantitatively, stylistically and sometimes emotionally, the prototype being stylistically and emotionally neutral, e. g. doc :: doctor; exam :: examination. Also in proper names: Becky: Rebecca, Frisco: San Francisco, Japs: the Japanese. The listener can at all times supply the missing part, so that the connection between the prototype and the short form is not lost. The relationship between the prototype and the curtailment belongs in this case to the present-day vocabulary system and forms a relevant feature for synchronistic analysis.

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