



Never Too Late

NTL Recruitment Limited Training Materials

Workplace English II:

Workplace Abbreviations & Acronyms

職場英語 II:

職場常用英語縮寫

NTL Recruitment Limited Training Materials

Workplace English II: Workplace Abbreviations & Acronyms

We often come across different English abbreviations and acronyms in the workplace. They are frequently used in emails, instant messages and informal documents to save time. Yellow highlighted phrases are more commonly used.

在職場上經常會有機會接觸到一些用詞的簡略語或首字母縮寫，在辦公時，它們常常被用在電郵、訊息或非正式文件中，以節省時間。黃色的字詞是比較常用的縮寫。

1. Common Abbreviations 常用縮寫

縮寫 Abbreviation	意思 Meaning
1. ASAP	As soon as possible; 盡快
2. ATTN	Attention; 表示信件收件人是某某
3. BTW	By the way; 順便/提到這個
4. FYI/ FYR	For your information/ for your reference; 供你參考
5. WFH	Work from home; 在家辦公
6. TBC	To be confirmed; 有待決定
7. COB	Close of business; 營業或上班時間結束時，常用於表達截止時間
8. EOD	End of Day; 當天結束時
9. N/A	Not applicable; 不適用
10. TBD	To be decided; 有待決定
11. RSVP	源於法文句子“répondez s’il vous plaît”; 意思為請回覆

2. Abbreviations 一般縮寫

縮寫 Abbreviation	意思 Meaning
1. Approx	Approximately; 大概、大約
2. LMK	Let me know; 讓我知道
3. Re:	Referring to, In regards to, regarding; 關於
4. FAQ	Frequently asked questions; 常見問題
5. Qty	Quantity; 數量
6. W/	With; 具有
7. W/O	Without; 沒有

8. BID	Break it down; 列出明細
9. EOW	End of week; 周末/這星期結束前
10. IAM	In a meeting; 會議中/開會中
11. IMO	In my opinion; 在我看來
12. OOO	Out of office; 不在辦公室
13. OT	Off topic; 與討論的事項無關、離題 // over time; 加班
14. OTP	On the phone; 通話中
15. TLDR	Too long didn't read; 太長了, 沒有閱讀
16. TOS	Terms of service; 服務條款
17. TYT	Take your time; 慢慢來
18. Co.	Company; 公司

3. Finance and Accounting 金融財務

縮寫 Abbreviation	意思 Meaning
1. IPO	Initial public offering; 首次公開募股
2. Q1, Q2, Q3, Q4	First quarter, second quarter, third quarter, fourth quarter; 第一 ~ 四季
3. ACCT, A/C	Account; 帳目/帳戶
4. P&L	Profit and loss; 損益
5. AP	Accounts payable; 應付賬款
6. AR	Accounts receivable; 應收賬款
7. BS	Balance sheet; 資產負債表
8. CPU	Cost per unit; 每單位成本
9. CR	Credit; 貸方
10. DR	Debit; 借方
11. FIFO	First in, first out; 先進先出
12. ROI	Return on investment; 投資報酬率
13. P/E	Price to earnings; 股價收益
14. GDP	Gross Domestic Product; 國內生產總值

4. Sales and Marketing 市場行銷與銷售

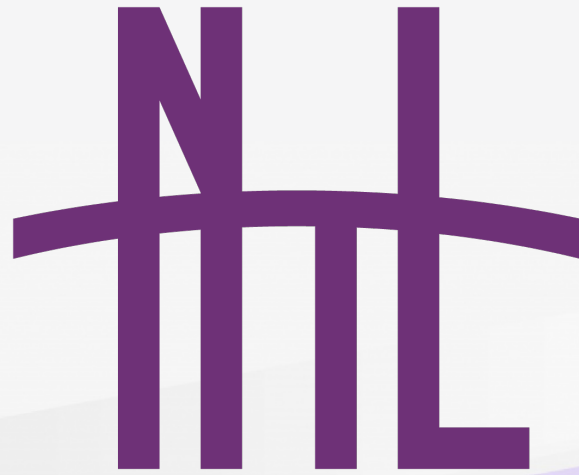
縮寫 Abbreviation	意思 Meaning
1. Ad	Advertisement; 廣告
2. B2B	Business to business; 企業對企業
3. B2C	Business to consumer; 企業對消費者
4. FWD	Forward; 轉寄
5. CPC	Cost per click; 每次點擊成本
6. DM	Direct message or direct mail; 私信
7. SNS	Social network site; 社群網站
8. SWOT	Strengths, weaknesses, opportunities, threats; 優勢, 劣勢, 機會和威脅

5. Department Names and Position Titles 部門與職位名稱

縮寫 Abbreviation	意思 Meaning
1. CSR	Customer Sales Representative; 客戶銷售專員或代表 // Corporate Social Responsibility; 企業社會責任
2. CEO	Chief executive officer; 首席執行官、執行長
3. CFO	Chief financial officer; 財務長、財務總監
4. CMO	Chief marketing officer; 行銷長
5. COO	Chief operating officer; 運營長
6. CPA	Certified public accountant; 註冊會計師
7. CTO	Chief technology officer; 技術長
8. Dept.	Department; 部門
9. Div	Division; 部門, 如部、處、室、科等
10. HR	Human resources; 人力資源
11. PM	Project manager; 專案經理
12. PR	Public relations; 公共關係
13. R&D	Research and development; 研發
14. VP	Vice President; 副總裁
15. Govt.	Government; 政府
16. HQ	Headquarters; 總部
17. Inc.	Incorporated; 股份有限公司
18. LLC	Limited liability company; 有限責任公司

6. Reminder 注意事項

- Abbreviations can enhance working efficiency if they used appropriately, but can also create avoidable misunderstandings and confusions if they are not well used. 正確使用縮寫能大大增加工作效率，但使用不當卻會引起不必要的誤會和混亂
- One abbreviation may have different meanings in different context, careful usage of abbreviations is required to avoid miscommunication. 一個縮寫在不同情況下優勢會有多於一個意思，使用時必須謹慎以防出現溝通問題
- Some abbreviations are more common than the others, while some are less used. Make sure your counterpart knows that abbreviation when you are using them. 有些縮寫是比較常用，有些則是比較少見，使用時要確定對方明白你的意思
- Each industry and business field has its own set of unique abbreviations, they are not captured here, but are usually learnt at work. Remember that the internet search engines are always your best friend. 每個行業都有自己一套獨特的縮寫和不同專有名詞，一般都是在工作中學會，這份資料未能一一盡錄，但記得網絡搜索工具永遠是你的好夥伴



Never Too Late

NTL Recruitment Limited 里歷人事有限公司

General and Job Enquiry: admin@ntl-recruit.hk



<https://ntl-recruit.hk>



[NTL.nevertoolate](https://www.facebook.com/NTL.nevertoolate)



[@ntl.nevertoolate](https://www.instagram.com/ntl.nevertoolate)



[NTL Recruitment Limited](https://www.linkedin.com/company/NTL-Recruitment-Limited)