

常用商務英文縮寫

@	at	在
#	number	數量，號碼
a/c	account	帳號
approx.	approximately	大概，約略
asap	as soon as possible	盡快
asst.	assistant	助理
Attn:	attention	注意
Bcc	blind copies to	密件副本
biz	business	生意
bkgd	background	背景
Bldg	building	大樓
BTW	by the way	順道一提
Cc	copies	副本
CEO	chief executive officer	執行長
CFO	chief financial officer	財務長
CIO	chief information officer	資訊長
CKO	chief knowledge officer	知識長
Co.	company	公司
COD	cash on delivery	貨到付款
Conf. room	conference room	會議室
COO	chief operating officer	營運長
Corp.	corporation	企業，公司
CPA	certified public accountant	會計師
CTO	chief technology officer	科技長
CV	curriculum vitae	個人簡歷
Dept.	department	部門
Div.	division	部門
e.g.	for example	舉例
edu	education	教育
etc.	and so on	……等等
FAQ	frequently asked questions	常見問題

FYI	for your information	給您參考資訊
FYR	for your reference	供您參考
gov	government	政府
HQ	headquarters	總部
i.e.	that is	意即
impt	important	重要客戶
Inc.	Incorporated	組成公司
info	information	資訊
Int'l	international	國際的
JD	job description	職責
L/C	letter of credit	信用狀
Ltd.	limited company	有限公司
max	maximum	極大化
MBA	master of business administration	商管碩士
mgr	manager	經理
N/A	not available	無資訊，無法取得
NG	no good	不佳
No.	number	號碼
p.s.	postscript	註記
pls	please	請
PO	purchase order	訂單
prep	preparation	準備
Q	quarter	一季，季度
Q&A	question and answer	問題討論
R&D	research and development	研發
Re.	regarding	關於
rep	representative	代表
Rgds	regards	問候，致意
sub	subject	主題
Tks	thanks	謝謝
Typo	type error	打錯字
VIP	very important person	重要客戶
vs.	versus	對抗
w/	with	有
w/out	without	沒有