

Quiz over Abbreviations and Numbers
PC 1101

Write sentences that demonstrate the following rules pertaining to use of abbreviations and numbers:

Abbreviate some titles used before and all titles used after proper names.

Use Abbreviations with years and hours.

Use abbreviations for familiar business, government, and science terms.

Use abbreviations in official company names.

Use abbreviations in notes and source citations

Abbreviate units of measurement, and use symbols in charts and graphs.

Spell out numbers expressed in one or two words.

Spell out numbers that begin sentences.

Use figures according to convention.