

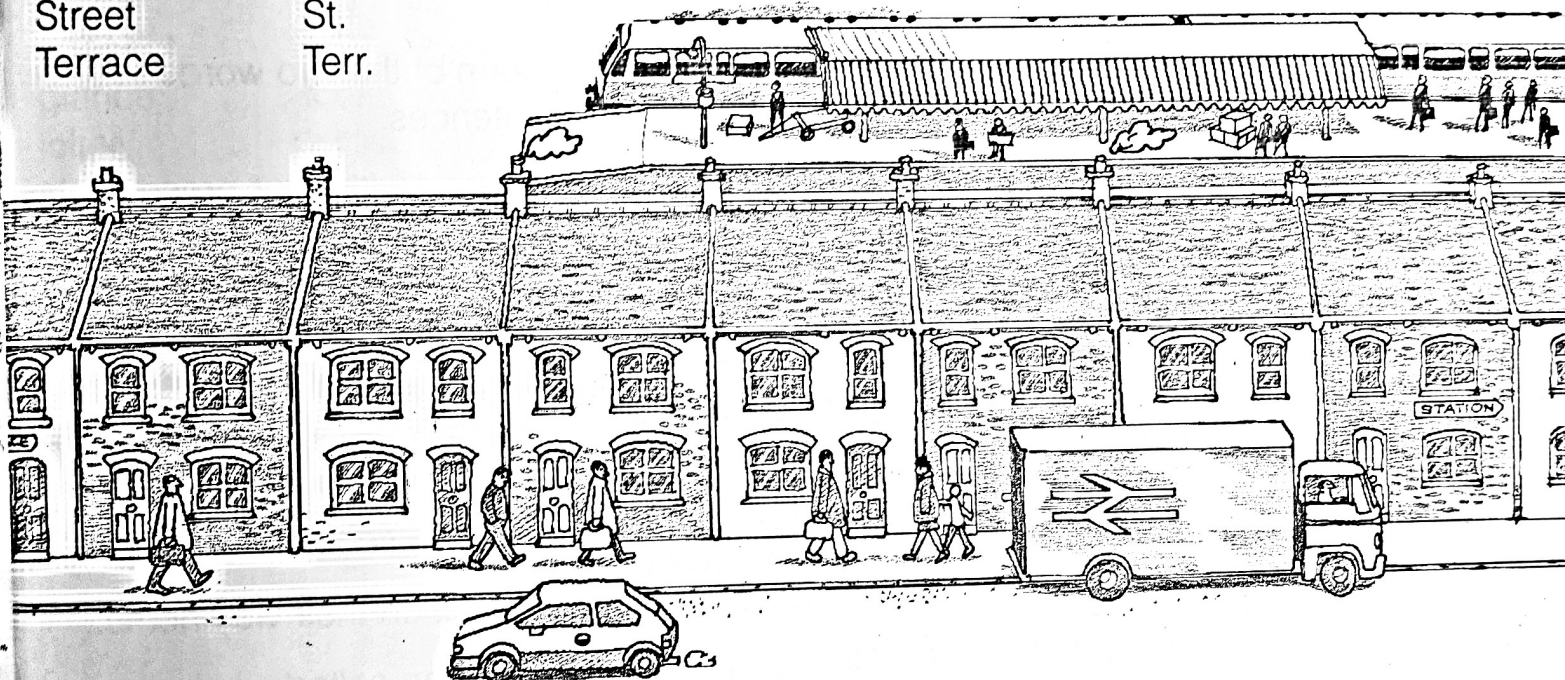
The long and the short

There is a short way of writing some words.

Avenue	Ave.
Doctor	Dr.
Mistress	Mrs.
Mister	Mr.
Road	Rd.
Square	Sq.
Street	St.
Terrace	Terr.

A Write each of these the short way:

- | | |
|-------------------|-------------------|
| 1 Doctor Smith | 5 Mistress Bond |
| 2 High Street | 6 Bush Avenue |
| 3 Mister Lee | 7 Victoria Square |
| 4 Station Terrace | 8 Redlands Road |



Initials

Instead of writing a person's first names in full we write only the **first letter**, as a **capital**, followed by a full stop.

Examples

Edward Marsh
E. Marsh

Arthur John Bond
A. J. Bond

Joanna Long
J. Long

B Draw envelopes in your exercise book and write these names and addresses, using initials and the short forms you have learnt.

- 1 Mister Ronald Green, of 12 Church Street, Camford, CP20 3NF.
- 2 Mistress Jane Everson, of 9 Norton Road, Benham, BP13 4QT.
- 3 Miss Eva May Brent, of 16 Park Terrace, Broxley, BI58 2RV.
- 4 Doctor Ann June Johnson, of 25 Poplar Avenue, Reddington, RN41 9GH.
- 5 Mister Sanjay Prasad, of 31 Chester Square, Podworth, PE57 9AL.