I'm not a robot

When writing english business letters, which is the corrct abbreviation of "attention". I reckon it must be either "att" or "atn". I've always used "att", but fear that it might be a calque introduced from danish. Thank you. You're close: Attn. In a business letter, though, you're usually better off avoiding abbreviations, and some style guides recommend leaving 'attention' out entirely. Where were you going to put it? We would sometimes be asked specifically to mark something for the attention of XXXXX, so that it escapes from the normal jumble of mail-sorting and gets to the recipient directly. Such items are always addressed FAO Mr Brown, much to my amusement. Hello Everyone, Can someone please tell me what the acronym Att: stands for when it is used in emails and is immediately followed by the recipient's name. Example: Att: John Phillips Thanks in advance Att: is not an acronym, it's an abbreviation. It does indeed mean "Attention:" (The British are likely to say "FTAO" - For the attention of" Usually it's written as "attn./Attn." "Attn" (or one of the other versions) is used when you send mail to a company, but you think a specific person is the right person to read it. This form of addressing makes it clear that it is business mail, not personal mail. If that person is not available - perhaps he has left the company, perhaps she just began a two-month trek through Nepal - another person can open the letter without fear of reading anything private. In AE it is properly written on envelopes as the first line of the address block. (formerly seen several lines below the return address, left-aligned with it) It is normally written with a colon: Attn: John Smith In a business letter itself, it would appear thus: Attention: (or Attn:) John Smith (or Attention:/Attn: Sales department) Dear Mr. Smith: I think in the US, we would never do that. I subscribe to the pwmeek style. Not my style. I have (up until yesterday) put it on the second line as Andygc showed. It was research for this thread that taught me better. I had to completely rewrite my first draft of the post. As the US Postal Service says: from top to the bottom you go from the smallest to the largest. So, the "Attn:" line goes at the top. Side note: It is important for the City State Zip line to be the bottom-most, and for it to be formatted "City, ST 12345-6789" and have nothing below it, as this is what the automatic scanners are looking for. If a person has to enter the Zip Code by hand (or worse, enter the city and state by hand to look up the Zip Code) it can add a day or two to delivery time. The PO would prefer ALL CAPS (whether typed or hand-written), but realizes that there would be a lot of resistance to this, as people much prefer the usual combination of upper and lower-case letters. When writing english business letters, which is the corrct abbreviation of "attention". I reckon it must be either "att" or "atn". I've always used "att", but fear that it might be a calque introduced from danish. Thank you. In another forum, I saw suggestion that will be properly use ATT. for attachment and ATTS. for Attachments . After Reading all previous post and because I don't want to mix attention and attachment, I will probably stick to: Attn. /attn. or Attention: for attention (Canada, US) , FTAO or Attn: for UK ATT. attachment Atts. attachments , Enc . Enclosures “Attachment: [Monthly Market Research],” “Enclosures: (10),” “Atts.: (5 pages)” or “Encl: For your eyes only.” Are there any difference between I’m writing to you and I’ writing you?..is it only a formal difference? Thanks It's certainly a regional difference. In the USA both forms are used but in the UK "I'm writing you" is very rare. I don't know if there is a difference in register between the two forms in the USA. Last edited: Sep 29, 2008 The differences are very slight. "I'm writing to you today" is a little more formal than "I'm writing you today." Also, in some cases you can't use "to" or must move it: I'm writing you this letter today I'm writing this letter to you today I'm writing to you this letter today And with other verbs "to" is not used at all: I'm calling you, phoning you etc. Hi everyone, I want to ask how to write currency amount of money. I was making invoice, and it had a place where I need to put in words instead of figures; for example, if the total is US 23 dollars, I have to put it as SAY TOTAL U.S. DOLLARS TWENTY THREE ONLY. But when the figures are large and contains cents, I don't know how to express it and where to put "and." I want to know how to translate the following figures into capitalized forms: 1.USD 1,609.23 2.USD 10,699.23 3.USD 10,009.23 4.USD 103,109.004 (I know USD 0.04 is 4 cent, but how about 0.004?) Thank you for your help in advance. I was making invoice, and it had a place where I need to put in words instead of figures; for example, if the total is US 23 dollars, I have to put it as SAY TOTAL U.S. DOLLARS TWENTY THREE ONLY. This is not a normal way to express that sum; instead, most Americans would write "twenty-three dollars." Why are you required to use this unusual and unfamiliar style that puts the name of the currency first? I want to know how to translate the following figures into capitalized forms: Why "capitalized"? If I were writing these totals as words (such as on a check), I would write: 1.USD $1,609.23 = One thousand six hundred nine dollars and twenty-three cents 2.USD $ 10,699.23 = Ten thousand six hundred ninety-nine dollars and twenty-three cents 3.USD $10,009.23 = Ten thousand nine dollars and twenty-three cents [/QUOTE] 4.USD 103,109.004 (I know USD 0.04 is 4 cent, but how about 0.004?) Since 1857, the smallest unit of American currency is the one-cent coin. Since there is nothing smaller than $.01, there is no commonly-used name for any amount that is smaller. Technically, one-tenth of a cent is a "mill", but this term is not in common use. I suspect that if anyone needed to express the idea of $.004, he would say "four-tenths of a/one cent." However, this is not anything most people will encounter in everyday life; the only reason you might normally come across this is if you were -- for example -- calculating an interest rate, or otherwise multiplying using fractions. Once you found such an amount, you would normally round it off to the nearest cent. However, if you insisted on writing this odd sum, you could call it one of two things: One hundred three thousand one hundred nine dollars and four mills (although almost no one would understand what a "mill" was) OR One hundred three thousand one hundred nine dollars and four-tenths of one cent. As well as thinking about how the amount is usually written in the U.S., we should also consider international contexts. The '$' sign is used for several different currencies, of widely differing values. Putting USD (or GBP, JPY, EUR, etc) before the figures is not unusual in appropriate contexts. In an old fashioned style of writing cheques, the currency can come before the figures (US dollars one thousand, six hundred and twenty-three and cents twenty-three). This style is still used here in Singapore, but elsewhere the normal style is for the currency to come after the figures. Our cheques force us to do this in any case by printing the currency at the start of the line. Here is the recommended style from DBS, a major bank here. Putting USD (or GBP, JPY, EUR, etc) before the figures is not unusual in appropriate contexts. The description of currencies and amounts can be confusing and far from unique, as shown above by multiple uses of the '$' glyph. This is not a problem as long as you only deal an one currency in one country, but is unworkable, especially where computers are concerned, when multiple currencies are involved. Thus, the international Organization for Standardization (ISO) has the ISO 4217 standard defining currencies, See: ISO 4217 - Wikipedia or Some examples: USD = U.S. Dollar GBP = UK pound. AUD = Australian dollar Since the OP has not shared more information with us as to the use of the invoice, I would not hazard suggesting a solution. Hi, Forum Members. When we write in English--especially when we're writing to someone, as in a letter or e-mail, we often write sp? following a word whose spelling we're not sure of. That is, to indicate that we're not sure if a given word is spelled correctly, we often follow it with sp? meaning "Is that the correct spelling?" or "Did I spell that correctly?" For example, Yesterday, we traveled to Missisippi (sp?). It was a lot of fun. We ate at a restaurant called The Rendevoox (sp?), which is located... Is there an equivalent for that in Spanish? If I had to guess, I would have to say Ayer viajamos a Missisippi (dc?). Ayer viajamos a Missisippi (deletreo correcto?). Thanks, in advance, for your help! No, I never heard it would exist. Even more...I'm right now knowing that exists in English I often use a question mark when I know that my spelling of a word could be wrong: "... a Missisippi (?)". But that's me. Yo pondría: Mississippi (¿así se escribe?) Here is the audio clip: > Advisor: Which area do you think you will prefer? Student:Well, I'm studying right in the centre, but I really like to live in the north-west. Question- Preferred location: in the _____ Question is 'northwest'. The formation of this word I found in Cambridge Dictionary was ' northwest', while what the transcript of IELTS has given is 'north-west', but the only given answer for the blank is ' North-West' and what I filled in is 'northwest'. Why is it a capital N and W and with a dash? I really do not understand.. So what do you guys think of this question and the answer? Another question is below: > By the way, the requirements for the answer is write NO MORE THAN THREE WORDS AND/OR NUMBERS for each answer. Appreciate all your input! Last edited by a moderator: Jul 4, 2014 Capitalised, North-West would be a proper noun, the name of a particular place. Without capitals it would be a region but not necessarily the proper name given to it. 'northwest' without a capital is, again, just a region (the same term can be a compass point/direction). > Last edited by a moderator: Jul 4, 2014 Thank you Wordnip. But how can I know they're talking about a particular place or just a region? And I consulted two dictionaries, Cambridge and Oxford, where I had different result of 'northwest' In Cambridge, I searched 'north-west' but it only gave me 'northwest'. But when I searched 'northwest' or 'north-west' in Oxford, I was given only 'north-west'. So I was wondering which one was the correct one in writing, or both of them were alright? Lowercase northwest and north-west (adv. adj. and noun) both acceptable but, if you use one version in a piece of writing, keep to that version. Here is the Google NGram viewer: Click The uppercase version is a proper noun and will be the [de facto] name of a specific region. But how can I know they're talking about a particular place or just a region? You can't. It's a terrible test question, like many we've seen mentioned in this forum, because there is no single correct answer. By the way, in the US we wouldn't hyphenate the answer. We refer to the southwestern part of our country as the Southwest (not "South-West"). I live in the assuredly un-hyphenated Pacific Northwest. There are no "North-Wests" around here. Why is it a capital N and W and with a dash? I really do not understand. I don't understand either. So what do you guys think of this question and the answer? I think the person who wrote the question should get out more (after having his or her knuckles rapped) And I live in the Northwest of England. I wouldn't dream of hyphenating it. As Parla says, another rubbish question from IELTS There is a part of Canada called the Northwest Territories (no hyphen). I agree with the others who say that it's a bad question. Your original speaker said: "Well, I'm studying right in the centre, but I really like to live in the north-west." From this we can reasonably surmise that north-west is a region, especially because it is spelled without capitals (assuming the written version is accurate). 'centre' is not a specific place either, just an area. In my opinion north-west is the correct answer but if you must use their option which is only North-West then perhaps you should choose it. In British English there is nothing odd about hyphenated north-west. On the contrary, it is orthodox and neither the Chambers Twentieth Century Dictionary nor the Chambers 21st Century Dictionary give any but the hyphenated spellings for north-west (or north-westerly). These two works are in concurrence with The Shorter Oxford English Dictionary On Historical Principles. These are hard to ignore vis-à-vis British English. Further, the Guardian and Observer style guide (online) gives 'north-west England, the north-west, etc. and north-east England. This despite their advice: 'Our style is to use one word wherever possible. Hyphens tend to clutter up text ...' etc. (worth reading). Dear all, Usually when one is writing an email or a letter it starts with "Dear John, ...". I wonder the correct use of Dear when you are writing to two or more people. Which of the following expressions are grammatically correct and polite: Dear Dr. John and Prof. Guttier, Dears Dr. John and Prof. Guttier, Dear Dr. John and dear Prof. Guttier, Are there other options better than these? Is it correct dears (plural) in another context? Thanks for your advice, ---------- Willington I would just say "Dear Dr. John and Prof. Guttier," I cannot think of an instance that I would use the 'Dears' in this regard. Just my opinion (AmE). Thanks a lot for your advice and fast reply. "Dear" is an adjective here. Adjectives in English do not change form when they describe plural nouns or nouns of different gender. Hi Egmont, Thanks a lot for your explanation. I understood your point. I wonder why this adjective (dear) is qualifying both nouns (John and Guttier). Let's see and example, following the same example I could say something like blue car and house (adjective + two nouns). This sentence is of course clumsy but it follows the same structure. Is the dear sentence an exception or something similar? It is, surely,: "a blue car and house", not "a blues car and house"/"blues car and house". Referring to the topic from the first post, here some adjective is needed and it is "dear". "Dears" is a plural noun from a singular one "dear" and a noun is not what we are looking for here. Last edited: May 23, 2013 Hi everyone! I've just used the search function but still got some doubts though. I understand because is sometimes spelled 'cause or 'cos in direct speech. 1. Is it correct to use the apostrophe for both of the abbreviations or not? Sometime I've noticed some English natives don't use it (in the case of "cause", could be mistaken for "cause" as "reason"?). 2. And then, when can I be sure I can use them? Just in informal/colloquial speech (or one's everyday speech)? 3. Talking about "'cos" and "'cause", are there any "criteria" to choose one of them? Thanks for your answers. No pity with my mistakes, I'm here to improve my English too Hi LaIt! As you suggest, if I was writing 'cause, I'd spell it with an apostrophe to avoid confusion with cause. With cos or coz (also a popular spelling) I wouldn't bother. You'd be unlikely to confuse cos with cos (lettuce)! [pronounced 'koss'] I'd recommend you definitely stick to writing them only in very informal stuff. In speech, I can't imagine anyone actually dying if you shortened because to coz ~ after all, we do it all the time. 'cause is the informal way of saying because...when you're speaking you might say 'cause instead of "because" because it's easier...however when you are writing you have to use "because" Thanks for your answers! I didn't know "cuz". Now I'll search for it in internet I understand because is sometimes spelled 'cause or 'cos in direct speech. 1. Is it correct to use the apostrophe for both of the abbreviations or not? When one is reporting speech this way, what one is attempting is more like a phonetic transcription than actual literary writing. The rules of spelling therefore do not apply: you write what you want the reader to hear, rather than just read. 2. And then, when can I be sure I can use them? Just in informal/colloquial speech (or one's everyday speech)? Only write it if you are writing dialogue. For ordinary informal writing, spell the word out completely, regardless of what the reader might actually say in speech. 3. Talking about "'cos" and "'cause", are there any "criteria" to choose one of them? Yes - the accent of the speaker. For example, native New Yorkers do not pronounce 'cause as anything that could reasonably be transcribed as "cos", and so this would not make any sense if you were transcribing a New York accent. On the other hand, 'cos is a fair approximation of the way the abbreviated word would be said by speakers with other accents. If you are not transcribing spoken dialogue, though, you should avoid the abbreviation altogether. [Please note that this post and the following ones have been added to a previous thread in which the same question was asked. DonnyB - moderator] Cause we are young. The sentence is right?What is the difference between “cause”and”because”? Please give a example. Last edited by a moderator: Oct 22, 2018 ’Cause (or ’cos) is a slang contraction of because. You should avoid using it except in casual conversation. "cause" is an ungrammatical way of saying "because." "Cause we are young" is ungrammatical. Don't write it. Sometimes, however, "'cause" is written to represent common speech. [cross-posted] Hi there Please have a look at the sentence below. "It is with mixed feelings that I write this email today." Why is it "I write" but not "I'm writing"? Thanks in advance You may be getting thrown off by the dummy subject. If you recast the sentence into the usual SVO order, you get "I write this email today with mixed feelings," or "I am writing this email today with mixed feelings." Both of which should seem perfectly normal ways to start a sentence. My subjective impression is that the use of the simple present, combined with the slightly unusual word order, lends a somewhat formulaic and solemn tone to the sentence. As the others say, it's a matter of style and personal preference. Last edited: Dec 27, 2024 Thanks everyone for your response to the thread. You may be getting thrown off by the dummy subject. If you recast the sentence into the usual SVO order, you get "I write this email today with mixed feelings," or "I am writing this email today with mixed feelings." Both of which should seem perfectly normal ways to start a sentence. Do you mean there is no difference in meaning and formality? My subjective impression is that the use of the simple present, combined with the slightly unusual word order, lend a somewhat formulaic and solemn tone to the sentence. As the others say, it's a matter of style and personal preference. Does it become more formal if I choose to use the Present Simple? Does it become more formal if I choose to use the Present Simple? To some extent in that particular sentence, I think so, yes. But please don't generalize that and conclude that the simple present is somehow more formal in general than the progressive. That's not the case at all. "It is with mixed feelings that..." is already a fairly formal, literary way of starting a sentence or a letter, so it makes sense to use the slightly more formal "I write." With a different opening the progressive might be more likely: "I'm writing to you today to thank you..." Does it become more formal if I choose to use the Present Simple? Yes. It makes it sound like an official announcement, of a type that takes the form “It is with great sadness that I report the death of .....” or “It is with the greatest pleasure that I award this year’s prize to .....”, etc. I was wondering if there was an adverb for writing that could improve the rhythm of this sentence for my ear. The mayor attacked the politician verbally and (writtenly). I wanted to say the mayor criticized that politician in a press conference and an article he wrote. I think "writtenly" is wrong, but I'd like to know if there's another adverb close in meaning before I discard this whole construction. Thanks~ The usual one is in writing. "Verbally" literally means "in words," and can be contrasted with communication by gestures, facial expressions, etc. "Orally" would be better for "by speaking." The contrast would be "in writing" or, if the attack was published (not written by hand in a private diary or journal), "in print."