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TRAINING IN MANAGEMENT & COMMUNICATION SKILLS

In form

In Form no. 27

LOL - Laughing out loud

My son received this text message on his mobile phone the other day:

?4U WYGOWM GOL LMK PCM ASAP G2G TTYL

My son receives messages like this all the time. More surprisingly, he seems to understand them - less surprisingly, I don't. But that's because my son speaks three languages: Spanish, English and Instant Messaging (not necessarily in that order). And because I speak only two: English and Spanish (in that order).

This is a serious problem as I am no longer able to understand (**AKA** spy on) what my son is saying to his friends (**JK**). You may have a similar problem at the office with native English speaking colleagues who pepper their e-mails and text messages (**SMS**) with abbreviations. In the interests of better global communication - and stricter parental control (**LOL**) - this month's **In Form** brings you *Instant Messaging Abbreviations for Dummies* (**AKA IMAS for Dummies**).

?4U	Question for you
AKA	Also known as
ASAP	As soon as possible
B4N	Bye for now
BTW	By the way
BYKT	But you knew that
DQMOT	Don't quote me on this
FYI	For your information
G2G	Got to go
GOL	Giggling out loud

HTH	Hope this helps
IMAS	Instant messaging abbreviations
IMO	In my opinion
JK	Just kidding
LOL	Laughing out loud
LMK	Let me know
NTN	No thanks needed
OTOH	On the other hand
PCM	Please call me
PLS	Please
SMS	Short message service
TAFN	That's all for now
TBH	To be honest
TIA	Thanks in advance
TTFN	Ta ta for now
TTYL	Talk to you later
WYGOWM	Will you go out with me?

HTH. BTW, PLS remember that overusing IMAS in your SMS and e-mails is bad communication. Keep them to an absolute minimum - and don't use them at all with people who may not understand them. **BYKT. OTOH**, if you'd like to learn how to write good professional English or Spanish, just sign up for one of our courses on *Effective Business Writing* (more information at www.readmatthews.com/courses/written.html) or *Escritura Eficaz en la Empresa* (more information at www.readmatthews.com/courses/writtene.html). **G2G. TTFN.**

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