

I'm not a robot































When writing english business letters, which is the corrcet 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 botton-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 corrcet 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." Hi, I saw my colleagues use "Briefing as below:" at the begaining of a short summary/brief. Does this sounds natural or correct to you guys? Is "Briefing" here a noun, or a gerund used as adverbial (even impossible IMHO)? These are what I can understand: (The report is)Briefed as below. The Briefing (of the report) is as below. Thanks for your attention. For me, a brief is a written explanation of what needs to be done on a project, often detailing the background, competition, goals, items required, timeline, etc. A briefing is the meeting at which a brief is given (and discussed, if discussion is allowed). This may vary about industries and organizations, of course. Thanks Copyright, I can assure you in this case, the "briefing" is not another kind of meeting as you mentioned. We've always been using "meeting". that said, here "briefing" can make sense only if it is gerund, right? I think you can use "briefing" to mean what I think of as a "brief", yes. (You can use anything as long as people in your organization understand it.) I'm reviving this thread because the meaning of "briefing" (used in Italian companies) was discussed yesterday on Italian TV. The professor concerned tried to connect it up with the adjective "brief", meaning "short", hence a short meeting. This doesn't sound at all right to me. Many military terms are used in business (e.g. headquarters, recruitment) and this is another one; a briefing is originally a meeting where officers are told by the general what they need to know before a military operation. Then, when you brief a lawyer, you give him/her the necessary information for your case. Does anyone know the etymology of "briefing"? According to the above professor it should come from the Latin brevis, but it seems rsther remote in meaning if we dismiss the connection with brevity. The German word Brief, meaning a letter, comes to mind, hence maybe "documentation", but I'm not sure about that either. Any ideas? Does anyone know the etymology of "briefing"? My one contribution here will be to provide the view of the Online Etymology Dictionary:. briefing (n.) "fact or situation of giving preliminary instructions," 1910 (but popularized by World War II pre-flight conferences), verbal noun from brief (v.). brief (v.) "to give instructions or information to," 1866; originally "to instruct by a brief" (1862), from brief (n.). brief (n.) from Latin breve (genitive brevis), noun derivative of adjective brevis (see brief (adj.)) which came to mean "letter, summary," specifically a letter of the pope (less ample and solemn than a bull), and thus came to mean "letter of authority," which yielded the modern, legal sense of "summary of the facts of a case" (1630s). brief (adj.) late 13c., from Latin brevis (adj.) "short, low, little, shallow," from PIE \*mregh-wi-, from root \*mregh-u- "short" (cf. Greek brakhys "short," Old Church Slavonic bruzeja "shallow places, shoals," Gothic gamaurgian "to shorten"). . Thanks for that. So also the German Brief seems to be of Latin derivation. However, the term briefing refers to the kind of information given and not to the "brevity" of the meeting. Moderator note: Abbreviations in title expanded. Please spell out somebody, someone and something (etc.) in full in this forum, as the abbreviations are not accepted. I'd probably use "on" but I don't see any difference - either would do. Hello. Is it possible to use the verb "brief" in the following context? Jill: Wow! You've got a new phone! Susan: Er... yeah, I have. It cost me an arm and a leg. Jill: Cutting edge technology doesn't come cheap. Could you brief me on how it works? Susan: Oh, sure. Look, ... Thank you in advance. Is the extract your own, or does it come from somewhere? It reads a little strange to me because it seems to be used to mean 'explain (briefly?)' in your context. It is usually used in relation to a task at hand (eg to brief someone on the new procedures). See the W R Dictionary definition: ►verb instruct thoroughly in preparation for a task. "Brief" seems a bit incongruous for such a friendly/social context. If Susan and Jill were at work and Susan had just installed a new PC with new software then Jill's request, "Could you brief me on how it works?" would seem more natural. Is the extract your own, or does it come from somewhere? It reads a little strange to me because it seems to be used to mean 'explain (briefly?)' in your context. It is usually used in relation to a task at hand (eg to brief someone on the new procedures). See the W R Dictionary definition: This is a part of a cartoon script I made up, and one of the words attached to the Unit this script based on is "to brief". Now I understand that I used incorrectly, and will just drop it. Last edited: Jul 21, 2012 This is a part of a cartoon script I made up, and one of the words attached to the Unit this script based on is "to brief". Now I understand that I used incorrectly, and will just drop it. On second thoughts, I think I could use the word "to brief" in the following context: 'I am going to call it a day. I have been working on these spreadsheets all day, and I had a hectic morning, briefing Amanda and Sue how to use the new software.' I hope it sounds better, and I can retain the word in the script. Hi all; I couldn't understand the bold part, could you help? "In the almost incredibly brief time which it took the small but sturdy porter to roll a milk-can across the platform and bump it, with a clang, against other milk-cans similarly treated a moment before, Ashe fell in love." (P.G. Wodehouse, Something Fresh, 1915) Thanks PaulQ, actually, I Couldn't understand what "porter" is, and what's the relation of Ashe fell in love "Porter" (in this context) is an occupation/job. A porter is a man who is employed by a railway company to help passengers and do other jobs at a railway station. Ashe didn't love porter, right? Ashe fell in love. He fell in love in a very short time. How short was the time? It was as short as the time it took the porter to roll a milk churn across the platform.