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When writing english business letters, which is the corrcet abbreviation of "attention". I reckon it must be either "att" or "attn". 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 PhillipsThanks 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 slate 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 "attn". 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." I usually encounter "M/S" followed by the Company Name in business letters. For example:Billing : Room charges to M/S ICBC orAttn: M/S ABC HotelsCould anyone please explain what "M/S" means? Last edited by a moderator: Apr 25, 2013 Hi son-nie, I have seen this when the company name includes the names of the owners/partners in the business, for example: M/S Smith, Jones and Brown Publishing Company. In this case, M/S is the abbreviation for Messrs., the plural of Mr. and is a form of salutation. Maybe someone else can tell us if this practice extends to instances when the company name does not include the names of the principal members of the firm. I have also seen the letters MS, sometimes with punctuation or other symbols, used to mean "mail stop", which is an internal address in a company or organization. If M/s is meant to be an abbreviation of Messrs (which in turn is an abbreviation of the French word Messieurs), then traditionally in BrE it was used to address the members of a business that was run as a partnership. Then for some reason it was extended to include corporate businesses. It is beginning to fall into disuse in Britain, but can still be seen quite often, although usually as Messrs and rarely as M/s. The correct French abbreviation of Messieurs is MM (or, less frequently, Mrs), not Messrs. and not M/s. So my first question is, why is an incorrect abbreviation used in the first place? My second question is, is this usage of a "titre de civilté" in fact correct? It makes no sense to me to use the equivalent of Mistery + company name. Saying for example "Misterys ABC Engineering" makes no sense to me. A company is not a person, so why would it be addressed as such? I know English is not my first language, but I lived in the US for 16 years and never ever came accross this in business. Company names were referred to only by the company name. I will appreciate any explanation regarding this topic.Thanks The correct French abbreviation of Messieurs is MM (or, less frequently, Mrs), not Messrs. and not M/s. Welcome to the Forum, av! I just wanted to say that loanwords into English need not conform to the rules of the original language - in terms of spelling, plural form, pronunciation or meaning - but of course they can!The use of Messrs or M/s is now a bit dated (as Kevin Beach says in post 4). Lablady (post 2) explains the origin of the use: they were titles of men who were partners in a business. Remember that 'Messrs.' would be pronounced something like 'messers' which to the 'man in the street' would be more or less the equivalent of 'messieurs'.I imagine that this is the explanation which av11127 is looking for. Dear all, I've always used the phrase "business trip" when employees of a company travel to another country for professional reasons. Would some of you use "work trip" instead? Thanks! They are interchangeable in meaning. 'Business trip' sounds slightly more formal/official and would probably be used in official communications about the trip. 'Work trip' is likely to be used informally when talking amongst colleagues/friends. But the difference is not as strict as that both could be used in either context. A "work trip" to me (in BE) = noun + noun = a trip associated with work. However, I think that the attributive noun is not sufficiently clear, and I don't think I would say "work trip". ShaggyVinny - you should give a full sentence and some context - the phrase is on the margins of being ambiguous and the context, as always, is vital. There is "a working trip" used in contrast and contradiction to a pleasure trip and usually indicates that the journey will involve work:A: I start my trip to Bangkok on Tuesday."B: "That will be fabulous - bring back the photos!A: "It's not that sort of a trip - it's a working trip - we stop off at about 10 cities to test the water for chemical pollution." There is a "work's trip" - this is a pleasure trip organised for or by the workers in one specific firm: A: "I will call at your house on Tuesday."B: "Don't do that! I am going on the work's trip on Tuesday - everyone in the office is going to Dublin to see the sights and drink Guinness!"The Google Ngram for business trip,work trip,pleasure trip is very informative: CLICK ME My AE thoughts:Work trip could be used but it would be in a more casual conversation, and if the conversation was that casual you probably wouldn't use trip at all.+ I'm heading out of town tomorrow- You doing something fun?+ No, it's a work trip. + I'm heading out of town tomorrow- You doing something fun?+ No, it's for work. Thank you very much for your thoughts! Dear Foreros'. Why are the times a business is meant to be operating referred to as its opening hours? Should they not instead be referred to as business, operating, working or open hours? What is the logic behind calling them 'opening-hours' when in fact the business remains open during the period? Best Regards,Sheikh Last edited: Oct 27, 2017 It's no good saying that this kind of expression "should" be otherwise, any more than saying: "Why do palm trees have dates? Should they not instead have apples?"That's the way the world is, and there are many generations of English speakers in the past 170 years who have done it that way (though noticeably fewer in the past 20). Shopkeepers don't sit down in solemn conclave and discuss what to call these hours, they use what others around them use. That's why it's called usage. and in this particular case it grew up very gradually between about 1840 and 1910.See Google Ngram Viewer You ask why it isn't "working hours". Staff might be working in the shop even while it's closed."Opening hours" refers to the hours when the business is open for its clients/customers. Edit: deleted comment on typo - no longer needed. Last edited: Oct 27, 2017 With shops and stores, you'll most often see 'opening hours'. This isn't "in lieu" of anything, it's the standard term. 'Open hours' wouldn't work. 'Working hours' usually refers to the hours that somebody works. 'Operating hours' would sound odd as businesses don't 'operate'. Cross-posted. It's no good saying that this kind of expression "should" be otherwise, any more than saying: "Why do palm trees have dates? Should they not instead have apples?"That's the way the world is, and there are many generations of English speakers in the past 170 years who have done it that way (though noticeably fewer in the past 20). Shopkeepers don't sit down in solemn conclave and discuss what to call these hours, they use what others around them use. That's why it's called usage. and in this particular case it grew up very gradually between about 1840 and 1910.See Google Ngram Viewer Palm trees do not have dates, date-trees do, the fact that, that isn't common knowledge is irrelevant. Your post is borderline trolling for it essentially asserts that grammar doesn't hold, simply follow whatever colloquial patterns emerge over time. Opening hours would suggest the business is constantly being in opened when in fact those are it's open hours or business/operating hours. Should merely referred to grammar as it would do, rather than pre-ordained scripture. As for the comment on oversight, yes apparently phones have a proclivity to randomly and at times nonsensically auto-correct. I have come across operating hours for a business it would suggest the times that business operates, I guess that would be self-explanatory. Opening hours has been covered. In recent years I see business hours more frequently. ...Your post ... essentially asserts that grammar doesn't hold, simply follow whatever colloquial patterns emerge over time. ... No, my post asserts that if you're asking why a certain pattern of usage exists, the answer must be found in the history books, not the grammar manuals. Grammar books are essentially of two kinds:The ones that children learn from in the Punjab or in Japan (or even in England for all I know), which give rules to foreign students on how they should speak and write English. They are based on "correct" English, and may or may not be up to date.The ones that advanced students at university use to describe what actually happens to language over time, and why. This includes slang, vulgarity, ungrammatical usage... all the faults and foibles of human nature.Your'e asking a no.2 type question and expecting a no.1 type answer.(Note that I've highlighted the key words which you used, why and should.) You ask why it isn't "working hours". Staff might be working in the shop even while it's closed."Opening hours" refers to the hours when the business is open for its clients/customers. However, it's called open season not opening season, which is why I ask the logic of it being the case? Does it suggest that the business keeps opening it's doors to customers 'until a certain time? If so the logic quotient of my question is answered. You can google operating hours, it is used and merely refers to the times a business and thereby it's staff operate. Business hours like working hours which are addressing customers and not staff are both adaaquete. However, I do agree to a degree that since the latter can be perplexing for some the former is a much better catch all term. The same applies to closing hours, it's not as if the business constantly closes it's doors during that period, they remain closed. Why are the times a business is meant to be operating referred to as its opening hours? The -ing form of the verb has the nuance of a duration - an action, during the course of which, time passes. When used adjectivally, the -ing suffix has the same effect: opening -> "the time during which the business is in the state of "open."You may wish to compare "morning" - the time during which the morn takes place, and "hunting rifle" or "riding jacket" in which the verbal part indicates a use during the action. The same applies to closing hours, it's not as if the business constantly closes it's doors during that period, they remain closed. You have made the error of thinking that the "ing" form has one universal and immutable meaning... English is not like that - it is context and syntactically driven. Last edited: Oct 27, 2017 Are you actually asking a question or are you expressing an opinion? Shops have opening hours or business hours because that's what they are called in English. The open season for killing birds does not involve anybody opening the doors to their business premises. It refers to the difference between the times of the year when killing birds is permitted and when it is forbidden - the close season (not the closed season or the closing season). Your post is borderline trolling for it essentially asserts that grammar doesn't hold, simply follow whatever colloquial patterns emerge over time. How do you think that language develops? Grammar is a method of analysing language, not a set of rules that exist in perpetuity. The grammar and vocabulary of Chaucer's Canterbury Tales are not the same as the grammar and vocabulary of J K Rowling's Harry Potter stories, but both are written in English. Idioms work on a continuum- Some have meaning that are entirely unpredictable from a knowledge of their components. For example, if I say, out of the blue, "Cats and dogs", people will guess I am talking about the weather. Some idioms have meanings that are to a great extent decipherable, when the idiom is used in context, from an understanding of their component words, for example "opening hours". But nobody who knows the words "open" and "hours" but does not know the phrase "opening hours", could easily predict that "opening hours" is the most juste in any particular context.We can speculate that "opening" in "opening hours" is a noun modifier using a gerund or a noun derived from a gerund, and someone interested in historical linguistics might see this as an interesting, and even a verifiable, hypothesis. But I am not sure this is important information for someone who is interested purely in the synchronic study of modern English. Last edited: Oct 27, 2017 Forero - one who frequents a forum. (Forum + -ero (Spanish), compare "ranchero"). Informal, positive. Last edited: Oct 27, 2017 It should be foreros plural not possessive. It could be auto-correct, when I wrote foreros just now it changed to toreros, which are bullfighters. >> >_

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