



100 Business Acronyms That Will Make You Look Like An Expert

Ever noticed that your Slack messages and emails are getting shorter and -sometimes- more difficult to decipher? It seems that the language at work is full of abbreviations, also known as business acronyms.

Even if you're an expert at acronyms, there is always a new one that you don't quite know. And if the idea of admitting that you don't understand sounds cringeworthy, you'll want to keep this cheatsheet.

As I was saying, BTW, sometimes your HRM tells you it's NBD and TYT but TBH they just want that file ASAP by EOB and, you know, ATEOTD, they're the manager. Does this look to you as if I just bashed my head on the keyboard a few times? You're not alone.

Download this cheatsheet, save it in your Desktop and check it out whenever you don't know an abbreviation, use it to prep before a meeting with any of your teams or to show off in one of your Slack channels.

Slang to be as cool as your younger colleagues

These are used more and more in business communication, especially among the younger sectors and when the speakers already know each other fairly well.

1. **BTW:** By The Way
2. **TBH:** To Be Honest
3. **NBD:** No Big Deal
4. **Def:** Definitely
5. **BC:** Because
6. **OMY:** On My Way
7. **LMK:** Let Me Know
8. **BRB:** Be Right Back
9. **FYI:** For Your Information
10. **IMO:** In My Opinion
11. **ICYMI:** In Case You Missed It
12. **AKA:** Also Known As
13. **ATM:** At The Moment
14. **ASAP:** As Soon As Possible
15. **TYT:** Take Your Time
16. **GTMTA:** Great Minds Think Alike
17. **ATEOTD:** At The End Of The Day
18. **AYW:** As You Want/Wish
19. **IAC:** In Any Case
20. **TL;DR:** Too Long, Didn't Read

More official acronyms you'll see at work

What do I mean by 'more official'? Well, the acronyms from the previous section were more common among friends' texting, and they are progressively taking over the business world. However, in this section you have the acronyms that were born in the office, so to say. They are not that informal and it is OK to use them in your emails, even when you don't know the other person that well.

21. **EOM:** End Of Message
22. **EOW:** End Of Week
23. **EOT:** End Of Thread
24. **COB:** Close Of Business (Also **EOD:** End Of Day)
25. **OOO:** Out Of Office
26. **RSVP:** Please Respond
27. **N/A:** Not Applicable
28. **TBD:** To Be Decided
29. **AWOL:** Absent Without Leave
30. **ETA:** Estimated Time Of Arrival
31. **PTO:** Paid Time Off
32. **PTE:** Part-Time Employee
33. **NWR:** Not Work Related
34. **Re:** Referring to

Who are these people and what are these departments?

It is easy to get lost if you are new in the office and you don't know how things work yet. Get to know your people and your departments.

35. **CEO:** Chief Executive Officer
36. **CFO:** Chief Financial Officer
37. **COO:** Chief Operating Officer
38. **CTO:** Chief Technology Officer
39. **VP:** Vice President
40. **HR:** Human Resources
41. **HRM:** Human Resources Manager
42. **QC:** Quality Control
43. **R&D:** Research & Development
44. **BD:** Business Development
45. **CSR:** Corporate Social Responsibility
46. **PR:** Public Relations
47. **PA:** Personal Assistant
48. **HQ:** Headquarters

Financial acronyms

For when you talk money.

49. **ACCT**: Account
50. **AP**: Accounts Payable
51. **AR**: Accounts Receivable
52. **BS**: Balance Sheet
53. **CPU**: Cost Per Unit
54. **CR**: Credit
55. **DR**: Debit
56. **EPS**: Earnings Per Share
57. **FIFO**: First In, First Out
58. **ROA**: Return On Assets
59. **ROI**: Return On Investment
60. **P&L**: Profit and Loss

Marketing & Sales acronyms

Use these acronyms in the world of social media, marketing and sales.

61. **B2B**: Business to Business
62. **B2C**: Business to Consumer
63. **BR**: Bounce Rate
64. **CMS**: Content Management System
65. **CTA**: Call To Action
66. **CTR**: Click Through Rate
67. **CR**: Conversion Rate
68. **LTV**: Lifetime Value
69. **CRM**: Customer Relationship Management
70. **ESM**: Email Service Provider
71. **KPI**: Key Performance Indicator
72. **PPC**: Pay Per Click
73. **PV**: Page View
74. **RT**: Retweet
75. **SEO**: Search Engine Organization
76. **SM**: Social Media
77. **SMB**: Small to Medium Business
78. **SWOT**: Strengths, Weaknesses, Opportunities, Threats
79. **OC**: Opportunity Cost
80. **WOMM**: Word Of Mouth Marketing

Technical abbreviations

No more nodding and pretending you understand. Make sure you know what your IT colleagues are talking about when they mention these.

81. **API:** Application Program Interface
82. **CSS:** Cascading Style Sheet
83. **FTP:** File Transport Protocol
84. **HTTP:** HyperText Transfer Protocol
85. **HTTPS:** HyperText Transfer Protocol Secure
86. **IM:** Instant Messaging
87. **IP:** Internet Protocol
88. **ISP:** Internet Service Provider
89. **OS:** Operating System
90. **LAN:** Local Area Network
91. **DNS:** Domain Name System
92. **XML:** Extensible Markup Language
93. **UI:** User Interface
94. **UX:** User Interface
95. **IT:** Information Technology
96. **ASCII:** American Standard Code for Information Interchange
97. **ISO:** International Standards Organization
98. **VPN:** Virtual Private Network
99. **RSS:** Rich Site Summary
100. **AI:** Artificial Intelligence



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Let's talk!