

20 ABRÉVIATIONS COURANTES DANS UN EMAIL

1. **NRN** - *No Reply Necessary* / **NN2R** = **NNTR** - *No need to reply*

Indicates that no reply is necessary, which reduces email clutter from replies such as "okay sounds good!"

2. **LET** - *Leaving Early Today*

Informs coworkers (usually in group email) you're leaving early, so they don't miss you later if they need anything.

3. **EOM** - *End of Message*

Keeps all content in the subject line, which saves the recipient time since they don't have to open the email.

4. **PRB** - *Please Reply By*

Kindly asks the recipient to reply by a certain date and time. Avoids late responses for time-sensitive requests.

5. **HTH** - *Hope That Helps*

Used when responding to someone. Typically when someone thanks you for your help.

6. **WFH** - *Working From Home*

Notifies coworkers you're working remotely that day.

7. **TLTR** - *Too Long To Read*

When someone sends a massive email, but you have little time, TLTR asks the sender to briefly summarize what they need.

8. **TL;DR** - *Too Long; Didn't Read*

When sending a massive email, it's a courtesy to summarize what you need in one sentence, labeling it TL;DR.

9. Y/N - *Yes or No?*

Saves the recipient time by asking for only a yes or no answer; as it's not necessary to respond beyond that.

10. OOO - *Out of Office*

Standard acronym for when you're out of the office.

11. EOD - *End of Day*

Means you'll be sending something (or you're asking for something) before the day ends.

12. EOW - *End of Week*

Means you'll be sending something (or you're asking for something) before the week ends.

13. SFW - *Safe For Work*

Used when sending a file or article that sounds bad, but it really isn't. Tells recipient it's okay to open it.

14. LMK - *Let Me Know*

Informal way to end an email, asking recipient to let you know their opinion.

15. IMO - *In My Opinion*

When submitting feedback, a humble way to give feedback without sounding like an opinionated know-it-all.

16. BTW - *By The Way*

Typically sent after you forget to mention something in a previous email.

17. **IDK** - *I Don't Know*

Informal abbreviation typically used in body copy.

18. **FWIW** - *For What It's Worth*

A humble way to give feedback on something and not sound like a know-it-all.

19. **FYI** - *For Your Information*

Used when adding a side note to your email.

20. **TYT** - *Take Your Time*

Used when you need feedback on something, but it's not urgent.

ABRÉVIATIONS COURANTES

- **E.g.** : for example
- **I.e.** : in other words
- **CC** : carbon copy
- **F2F** : face to face
- **ASAP** : as soon as possible
- **AKA** : also known as
- **B2B** – business to business
- **B2C** – business to consumer
- **TIA** : thanks in advance
- **1K**: 1,000
- **1MM** : 1,000,000
- **RFQ** : request for quotation
- **P.O.** : purchase order
- **A/B** : actual/budget
- **approx.** approximately
- **B4** : before
- **BRB** : be right back
- **CU** : see you
- **FWD** : forward
- **FAQ** : frequently asked Questions
- **C&P** : copy and paste
- **EOD** : end of discussion/day
- **EOM** : end of message
- **ETA** – estimated time of arrival
- **RSVP** : répondez s'il vous plait (please reply)
- **TQ** : Thank you
- **TTYL** : talk to you late