



## IAAP – Capital Chapter Presents:

### Are You Smarter Than A CPS?

The most important management function is

- A) leading
- B) **planning**
- C) organizing
- D) controlling

Destructive programs loaded onto a computer and run without the user's knowledge are known as:

- A) **viruses**
- B) browsers
- C) utilities
- D) applications

Which one of the following statements uses the correct pronoun reference?

- A) She and me worked late.
- B) **She and I worked late.**
- C) Her and I worked late.
- D) Her and me worked late.

Which one of the following facial expressions is universally understood?

- A) Anxiety
- B) Eagerness
- C) Anticipation
- D) **Joy**

The law that precludes discrimination in employment on the basis of physical and mental handicap is the:

- A) American with Disabilities Act
- B) **Vocational Rehabilitation Act**
- C) Civil Rights Act
- D) Equal Pay Act

**Planning** – defining the organization's goals, establishing a strategy to achieve those goals, and developing plans to integrate and coordinate resources needed for success

**Viruses** – a computer program that is usually hidden within another seemingly innocuous program and that produces copies of itself and inserts them into other programs and usually performs a malicious action (as destroying data)

**Facial Expressions** – Nonverbal Communication accompanies nearly every form of oral communication and most forms of written communication. Gestures, body position, voice inflection, and eye contact occur simultaneously with oral communication and are called Paralanguage. Other nonverbal messages include the expression of feelings and emotions through body language and facial expression.

**Vocational Rehabilitation Act of 1973** – The landmark legislation that precludes discrimination in employment on the basis of physical and mental handicaps. This act recognizes employment as a civil right of those with special needs. It prohibits employers from denying a qualified person a job, requires employers to make "reasonable accommodations" for workers with disabilities, and prohibits discrimination in federally funded programs.



**Pronoun References:**

**Revising Unclear Pronoun Reference**

Writers use pronouns to provide sentence variety. Pronouns replace nouns. By definition, a pronoun refers back to the last noun used.

Suzie is nice. *She* is my friend.

In the above example, Suzie is the last noun used, so *she* refers back to Suzie.

Writers frequently make unclear pronoun references during the Drafting process. During the *Revising the Draft for Conventions* stage, writers must work to isolate and correct these errors.

Suzie had fun with *her* dog and *her* friend, Amanda. *She* walked *her* in the park

In the example above, *she* refers back to Amanda; however, the writer intended *she* to refer to Suzie. When in doubt, take the pronoun out.

Suzie had fun with *her* dog and *her* friend, Amanda. Suzie walked the dog in the park, and Amanda went home.

The family of demonstratives (*this/that/these/those/such*) and the family of personal pronouns (*you, we, our, he, she, it, they, his, hers, its, their (s), my, mine, him, her, them*) can be utilized in an unclear fashion by a writer. This problem with usage often appears when the pronoun used lacks a noun after the pronoun.

Adding a noun or a noun phrase after demonstrative pronouns, for example, provides clarity for the reader:

*These* pancakes are delicious.

*Those* pancakes that I had yesterday morning were even better.

*This* book in my hand is well written.

To ensure that the reader achieves proper understanding, the writer should make sure that each pronoun directly refers to the intended noun.

One method for ensuring clarity is to look for each pronoun and to then locate the noun that the pronoun is referring to in the text. If no noun is available, the writer must replace the pronoun with another noun which will aid in creating greater clarity for the reader.

**Questions about Certification Contact the Capital Chapter Certification Hotline:**

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