

**Chapter 11**  
**Office Administration**  
**Key Terms**

1.	Apostrophe	F
2.	Colon	R
3.	Comma	Y
4.	Complement	K
5.	Consecutive adjectives	A
6.	Coordinate adjectives	U
7.	Dash	G
8.	Direct object	O
9.	Ellipsis	D
10.	Exclamation point	M
11.	Gerund phrase	W
12.	Hyphen	Q
13.	Indirect object	H
14.	Infinitive phrase	C
15.	Modifiers	S
16.	Parentheses	I
17.	Parenthetical expression	B
18.	Participle phrase	L
19.	Period	X
20.	Predicate adjective	E
21.	Predicate noun	J
22.	Question mark	V
23.	Quotation marks	N
24.	Semicolon	T
25.	Underscore	P

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- A. Modifiers that are not equal in rank and must appear in a specific order or the sentence will not make sense. **(5) Consecutive adjectives**
- B. Word, phrase, or clause that is not necessary to the grammatical completeness and meaning of the sentence and is set off by commas. **(17) Parenthetical expression**
- C. Verbal phrase that functions as a noun, an adjective, or an adverb. **(14) Infinitive phrase**
- D. Punctuation that shows the omission of words within a sentence – three periods with a space before and after each period. **(9) Ellipsis**
- E. Modifier that follows a linking verb in the predicate and describes the subject of the sentence. **(20) Predicate adjective**
- F. Mark of punctuation used to show possession, form plurals, and make contractions. **(1) Apostrophe**
- G. Mark of punctuation used to emphasize one or more parenthetical words. **(7) Dash**
- H. Noun or pronoun following a verb that names the receiver of the direct object, precedes the direct object, and answers the questions “to whom,” “to what,” “for whom,” or “for what.” **(13) Indirect object**
- I. Marks of punctuation used to enclose words or phrases that are needed for clarification but need to be deemphasized. **(16) Parentheses**
- J. Noun or noun equivalent that follows a linking verb in the predicate and refers to the subject of the sentence. **(21) Predicate noun**
- K. Additional words in a sentence that serve as modifiers and help complete the meaning of the sentence; noun in the predicate that refers to the subject or an adjective that describes the subject. **(4) Complement**
- L. Verbal phrase that functions as an adjective. **(17) Participle phrase**
- M. Mark of punctuation used for emphasis after a word, phrase, or sentence. **(10) Exclamation point**
- N. Marks of punctuation that are used with direct quotations, titles, and single letters. **(23) Quotation marks**
- O. Noun or noun equivalent following an action verb that completes the sentence by answering the question “what” or “whom” after the verb. **(8) Direct object**

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- P. Mark of punctuation used for underlining titles, specific words, paragraph headings, or single letters. **(25) Underscore**
- Q. Mark of punctuation used for word division or in a compound word. **(11) Hyphen**
- R. Mark of punctuation used after an introduction or in separating hours from minutes of time. **(2) Colon**
- S. Words that describe other words in the sentence, adding descriptive details or specific definition to those words. **(15) Modifiers**
- T. Mark of punctuation that is used to separate compound sentences or a series within a series. **(24) Semicolon**
- U. Modifiers that are not equal in rank and must appear in a specific order or the sentence will not make sense. **(5) Coordinate adjectives**
- V. Mark of punctuation used at the end of a sentence that asks a direct question. **(22) Question mark**
- W. Verbal phrase that functions as a noun. **(11) Gerund phrase**
- X. Mark of punctuation that is commonly used after declarative sentences, polite requests, abbreviations, and numbers in enumerations, among other uses. **(19) Period**
- Y. Mark of punctuation used to separate parts of sentences, such as after an introductory group of words, in a series, in compound sentences, in direct quotations, and in parenthetical expressions. **(3) Comma**