

Chapter 11
Office Administration
Key Terms

1. Apostrophe
2. Colon
3. Comma
4. Complement
5. Consecutive adjectives
6. Coordinate adjectives
7. Dash
8. Direct object
9. Ellipsis
10. Exclamation point
11. Gerund phrase
12. Hyphen
13. Indirect object
14. Infinitive phrase
15. Modifiers
16. Parentheses
17. Parenthetical expression
18. Participle phrase
19. Period
20. Predicate adjective
21. Predicate noun
22. Question mark
23. Quotation marks
24. Semicolon
25. Underscore

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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
- B. Word, phrase, or clause that is not necessary to the grammatical completeness and meaning of the sentence and is set off by commas.
- C. Verbal phrase that functions as a noun, an adjective, or an adverb.
- D. Punctuation that shows the omission of words within a sentence – three periods with a space before and after each period.
- E. Modifier that follows a linking verb in the predicate and describes the subject of the sentence.
- F. Mark of punctuation used to show possession, form plurals, and make contractions.
- G. Mark of punctuation used to emphasize one or more parenthetical words.
- 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.”
- I. Marks of punctuation used to enclose words or phrases that are needed for clarification but need to be deemphasized.
- J. Noun or noun equivalent that follows a linking verb in the predicate and refers to the subject of the sentence.
- 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.
- L. Verbal phrase that functions as an adjective.
- M. Mark of punctuation used for emphasis after a word, phrase, or sentence.
- N. Marks of punctuation that are used with direct quotations, titles, and single letters.
- O. Noun or noun equivalent following an action verb that completes the sentence by answering the question “what” or “whom” after the verb.
- P. Mark of punctuation used for underlining titles, specific words, paragraph headings, or single letters.

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- Q. Mark of punctuation used for word division or in a compound word.
- R. Mark of punctuation used after an introduction or in separating hours from minutes of time.
- S. Words that describe other words in the sentence, adding descriptive details or specific definition to those words
- T. Mark of punctuation that is used to separate compound sentences or a series within a series.
- U. Modifiers that are not equal in rank and must appear in a specific order or the sentence will not make sense.
- V. Mark of punctuation used at the end of a sentence that asks a direct question.
- W. Verbal phrase that functions as a noun.
- X. Mark of punctuation that is commonly used after declarative sentences, polite requests, abbreviations, and numbers in enumerations, among other uses.
- 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.