

Office Administration – Chapter 5 Key Words - Answers

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| 1. Ad hoc committee | 11. Electronic blackboard | 21. Privileged motion |
| 2. Agenda | 12. Formal meeting | 22. Quorum |
| 3. Audio conference | 13. Glass ceiling | 23. Resolution |
| 4. Committee | 14. Incidental motions | 24. Standing committee |
| 5. Computer conference | 15. Informal meeting | 25. Subsidiary motion |
| 6. Convenience motions | 16. Jargon | 26. Teleconference |
| 7. Convention | 17. Main motion | 27. Transparency |
| 8. Data conference | 18. Minutes | 28. Videoconference |
| 9. Diversity | 19. Parliamentary procedures | |
| 10. Document camera | 20. Petition | |
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| 2 _____ | A list of items of business to be presented and/or discussed during the meeting |
| 27 _____ | An acetate sheet that contains an image burned or drawn on it that can be projected on a screen or wall |
| 13 _____ | An invisible barrier to advancement to higher-level corporate positions |
| 3 _____ | Another term for teleconferencing |
| 24 _____ | Appointed for a definite term being responsible for definite objectives during that term |
| 9 _____ | Characteristic of members of a workforce that consists of people with different personal characteristics, physical abilities and employment opportunities |
| 5 _____ | Computer terminals are used to transmit info to other members of the group |
| 11 _____ | Device used with teleconferences to transmit visuals to other locations |
| 15 _____ | Discussion by a small number of people (2 to 5) about a particular business issue or concern |
| 8 _____ | For 2 or more participants to have access to a document simultaneously for review and editing |
| 23 _____ | Formal expression of an entire group's appreciation, congratulation, or sympathy directed toward a particular individual or group |
| 7 _____ | Formal meeting of a group of people with a common purpose |
| 20 _____ | Formal statement of reasons for introducing and asking for a specific action to be taken |
| 1 _____ | Formed to investigate a particular event or problem |
| 4 _____ | Group of people who are meeting to accomplish a specific task |
| 21 _____ | Have precedence over all other motions (to adjourn, recess etc) |
| 10 _____ | Looks like an overhead projector, but with advanced features |
| 12 _____ | Meeting planned and scheduled in advance so that participants know ahead of time the agenda items to be presented and discussed |
| 17 _____ | Motion that states an item of business |
| 14 _____ | Motions that arise from pending questions |
| 28 _____ | Participants are able to view one another on closed-circuit television |
| 18 _____ | Purpose is to summarize the business that has been transacted, reports presented and discussed and any other significant event occurring at the meeting |
| 22 _____ | Required number of voting members who must be present to transact business |
| 19 _____ | Set rules and principles for conducting formal meetings efficiently and orderly; appropriately conduct of business meetings as specified in specific references |
| 26 _____ | Several people meeting through telephone communications |
| 25 _____ | Supersedes the main motion (to call for the vote etc.) |
| 16 _____ | Technical language pertinent to a specific profession or group |
| 6 _____ | They affect the comfort of the members of the group that is meeting |