

Office Administration – Chapter 5 Key Words

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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 | |

- _____ A list of items of business to be presented and/or discussed during the meeting2
- _____ An acetate sheet that contains an image burned or drawn on it that can be projected on a screen or wall27
- _____ An invisible barrier to advancement to higher-level corporate positions13
- _____ Another term for teleconferencing3
- _____ Appointed for a definite term being responsible for definite objectives during that term24
- _____ Characteristic of members of a workforce that consists of people with different personal characteristics, physical abilities and employment opportunities9
- _____ Computer terminals are used to transmit info to other members of the group5
- _____ Device used with teleconferences to transmit visuals to other locations11
- _____ Discussion by a small number of people (2 to 5) about a particular business issue or concern15
- _____ For 2 or more participants to have access to a document simultaneously for review and editing8
- _____ Formal expression of an entire group's appreciation, congratulation, or sympathy directed toward a particular individual or group23
- _____ Formal meeting of a group of people with a common purpose7
- _____ Formal statement of reasons for introducing and asking for a specific action to be taken 20
- _____ Formed to investigate a particular event or problem 1
- _____ Group of people who are meeting to accomplish a specific task4
- _____ Have precedence over all other motions (to adjourn, recess etc)21
- _____ Looks like an overhead projector, but with advanced features10
- _____ Meeting planned and scheduled in advance so that participants know ahead of time the agenda items to be presented and discussed12
- _____ Motion that states an item of business17
- _____ Motions that arise from pending questions14
- _____ Participants are able to view one another on closed-circuit television28
- _____ Purpose is to summarize the business that has been transacted, reports presented and discussed and any other significant event occurring at the meeting18
- _____ Required number of voting members who must be present to transact business22
- _____ Set rules and principles for conducting formal meetings efficiently and orderly; appropriately conduct of business meetings as specified in specific references19
- _____ Several people meeting through telephone communications26
- _____ Supersedes the main motion (to call for the vote etc.)25
- _____ Technical language pertinent to a specific profession or group16
- _____ They affect the comfort of the members of the group that is meeting6