

Office Administration – Chapter 6 Key Words Answers

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| 1. Almanac | 9. Index | 16. Primary Sources |
| 2. Archive | 10. Information Banks | 17. Public Library |
| 3. Dewey Decimal System | 11. Interview Guide | 18. Secondary Sources |
| 4. Dictionary | 12. Library of Congress
Classification System | 19. Thesaurus |
| 5. Directories | 13. Library Consortia | 20. Word Book |
| 6. Encyclopedias | 14. Official Airline Guides | 21. Writing Style Manual |
| 7. Etiquette References | | |
| 8. GPO Access | 15. Parliamentary procedures | |

20 _____ Alphabetical list of the most frequently used words that indicates the spelling, syllabication and recommended hyphenation.

12 _____ Alphanumeric filing system developed in early 1900s for cataloging library books according to 21 major areas of knowledge that includes one or two alphabetic letters and a series of number that designate subdivisions within categories.

15 _____ Application of a set of rules and principles for conducting formal meeting efficiently and orderly; appropriate conduct of business meetings as specified in specific references.

17 _____ Collection of books and other informational publications housed in a local library and available to everyone who resides in a particular community or geographic area.

2 _____ Collection of documents of historical or administrative value to an organization.

10 _____ Collections of information specific to a particular profession or field, usually available through computer networks by subscription.

9 _____ Contains a list of particular topics or subjects that have appeared in papers, periodicals or other sources with specific references to the source.

11 _____ Contains a plan and the questions that need to be asked.

19 _____ Dictionary of similar words that focus on synonyms and antonyms.

7 _____ Features conventional requirements of social behavior and conduct as established for specific occasions.

5 _____ Listings of companies, associations, organizations, individuals or products arranged alphabetically, geographically or by subject.

3 _____ Most widely known decimal-numeric filing classification system primarily used for cataloging library books into ten general categories.

13 _____ Networks of public and university libraries that link the online services of the libraries.

21 _____ Provides assistance in preparing formal reports requiring documentation.

18 _____ Published and unpublished documents written by others who have studied the research topic.

4 _____ Reference book that provides the correct spelling, meaning, usage and syllabication of all words recognized in a specific language.

16 _____ Research studies such as surveys, interviews and experiments that yield actual data that can be analyzed.

6 _____ Set of one or more general reference books that provide detailed information on a wide variety of topics arranged in alphabetical order.

14 _____ Travel and transportation guides available through subscription for all domestic and international airline flights.

8 _____ U.S. Government website that provides the official, published electronic version of public information available daily to the general public.

1 _____ Usually published on an annual basis that includes facts about international and national events of the year. Also called a fact book.