

## Office Administration – Chapter 6 Key Words

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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<br>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 | 15. Parliamentary procedures                     |                          |
| 8. GPO Access           |  |                          |

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

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ Collection of documents of historical or administrative value to an organization.

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

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

\_\_\_\_\_ Contains a plan and the questions that need to be asked.

\_\_\_\_\_ Dictionary of similar words that focus on synonyms and antonyms.

\_\_\_\_\_ Features conventional requirements of social behavior and conduct as established for specific occasions.

\_\_\_\_\_ Listings of companies, associations, organizations, individuals or products arranged alphabetically, geographically or by subject.

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

\_\_\_\_\_ Networks of public and university libraries that link the online services of the libraries.

\_\_\_\_\_ Provides assistance in preparing formal reports requiring documentation.

\_\_\_\_\_ Published and unpublished documents written by others who have studied the research topic.

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

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

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

\_\_\_\_\_ Travel and transportation guides available through subscription for all domestic and international airline flights.

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

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