

Office Administration – Chapter 7 Key Words

- | | | |
|------------------------------|--------------------------|---------------------------|
| 1. Abstract Language | 10. Copyediting | 20. Nonrestrictive Clause |
| 2. Acronym | 11. Deductive Approach | 21. Restrictive Clause |
| 3. Collaboration | 12. Descriptors | 22. Shading |
| 4. Complement | 13. Double-strikethrough | 23. Slang |
| 5. Complex Sentence | 14. Empathy | 24. Strikethrough |
| 6. Compound-complex Sentence | 15. Emphasis | 25. Thesaurus |
| 7. Compound Sentence | 16. Fragment | 26. Tone |
| 8. Conciseness | 17. Goodwill | 27. Track Changes |
| 9. Concrete Language | 18. Inductive Approach | 28. Unity |
| | 19. Jargon | |

- 23 _____ A form of jargon; expressions that are idiomatic that cannot be translated literally to another language.
- 2 _____ A word formed with the initials of words in a set phrase or name.
- 16 _____ An incomplete sentence missing a subject or a verb.
- 8 _____ As few words as possible are used to express the information presented.
- 4 _____ Consists of additional words that help complete the meaning of the sentence.
- 5 _____ Consists of one independent clause and one or more dependent clauses.
- 6 _____ Consists of two or more independent clauses and one or more dependent clauses.
- 17 _____ Develops when people work together, creating a positive, clear and courteous communication climate.
- 15 _____ Greater importance is attached to a particular fact or idea.
- 22 _____ Highlighting words or sections that have been added to a document.
- 12 _____ Key words that are precise or imprecise in the way they describe other words.
- 24 _____ One line is drawn through each letter or work that is being highlighted for change.
- 20 _____ One that does not add meaning to the sentence, may be considered parenthetical and is set off by commas.
- 21 _____ One that is necessary to the completeness of the sentence and does not require commas.
- 11 _____ Organization of paragraphs within the message is direct. The main idea is stated in the first paragraph, followed by the supporting details and closing paragraph.
- 25 _____ Reference helpful in determining other words that have the same meaning.
- 1 _____ Refers to the quality of language where meanings can be interpreted differently by different people, even in the same type of situation.
- 9 _____ Refers to the use of words and terms that are precise in meaning.
- 28 _____ Suggests that a coherent flow of ideas exists throughout a written work within sentences, paragraphs and between paragraphs.
- 19 _____ Technical language pertinent to a specific profession or group.
- 26 _____ The manner in which a certain attitude is expressed.
- 3 _____ The members of a team work together to accomplish a specific goal or task.
- 10 _____ The revision of a draft or document for consistency, conciseness and grammatical accuracy.
- 7 _____ Two complete sentences connected with punctuation and a conjunction.
- 13 _____ Two lines are drawn through each letter or word that is being highlighted for change.
- 14 _____ Understanding the feelings or emotions of another person.
- 24 _____ Word processing software feature that permits editing functions and creation of comments that show the writer exactly what editing changes are being recommended.
- 18 _____ Writing a business letter that conveys a negative response or some other form of bad news so that the details are presented first as a buffer, followed by the decision and a forward-looking closing statement.