

## Office Administration – Chapter 7 Key Words

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|------------------------------|--------------------------|---------------------------|
| 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               |                           |

- \_\_\_\_\_ A form of jargon; expressions that are idiomatic that cannot be translated literally to another language.
- \_\_\_\_\_ A word formed with the initials of words in a set phrase or name.
- \_\_\_\_\_ An incomplete sentence missing a subject or a verb.
- \_\_\_\_\_ As few words as possible are used to express the information presented.
- \_\_\_\_\_ Consists of additional words that help complete the meaning of the sentence.
- \_\_\_\_\_ Consists of one independent clause and one or more dependent clauses.
- \_\_\_\_\_ Consists of two or more independent clauses and one or more dependent clauses.
- \_\_\_\_\_ Develops when people work together, creating a positive, clear and courteous communication climate.
- \_\_\_\_\_ Greater importance is attached to a particular fact or idea.
- \_\_\_\_\_ Highlighting words or sections that have been added to a document.
- \_\_\_\_\_ Key words that are precise or imprecise in the way they describe other words.
- \_\_\_\_\_ One line is drawn through each letter or word that is being highlighted for change.
- \_\_\_\_\_ One that does not add meaning to the sentence, may be considered parenthetical and is set off by commas.
- \_\_\_\_\_ One that is necessary to the completeness of the sentence and does not require commas.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Reference helpful in determining other words that have the same meaning.
- \_\_\_\_\_ Refers to the quality of language where meanings can be interpreted differently by different people, even in the same type of situation.
- \_\_\_\_\_ Refers to the use of words and terms that are precise in meaning.
- \_\_\_\_\_ Suggests that a coherent flow of ideas exists throughout a written work within sentences, paragraphs and between paragraphs.
- \_\_\_\_\_ Technical language pertinent to a specific profession or group.
- \_\_\_\_\_ The manner in which a certain attitude is expressed.
- \_\_\_\_\_ The members of a team work together to accomplish a specific goal or task.
- \_\_\_\_\_ The revision of a draft or document for consistency, conciseness and grammatical accuracy.
- \_\_\_\_\_ Two complete sentences connected with punctuation and a conjunction.
- \_\_\_\_\_ Two lines are drawn through each letter or word that is being highlighted for change.
- \_\_\_\_\_ Understanding the feelings or emotions of another person.
- \_\_\_\_\_ Word processing software feature that permits editing functions and creation of comments that show the writer exactly what editing changes are being recommended.
- \_\_\_\_\_ 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.