

**I. Explain the following terms:**

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|-------------------------|---------------|
| 1. Workplace documents  | 6. Goods      |
| 2. Consumer documents   | 7. Services   |
| 3. Public document      | 8. Previewing |
| 4. Technical directions | 9. Skimming   |
| 5. Consumer             | 10. Scanning  |

**II. Document Theory**

1. Student should be able to identify the various forms of workplace, consumer, and public documents and their particular functions. (see pgs. 598-599)

**III. Informational Text Theory**

1. Students should be able to analyze documents and answer questions about them. (see pgs. 660-661 )

**IV. Collection Selections**

1. Students should have read and understood all the selections assigned in this collection and be able to make critical interpretations and analysis of each and every one of them.

Test Date: \_\_\_\_\_