1. Often, books will include additional detailed information in an blank.
2. In a list, a large dot is called a blank.
3. Words and numbers can be printed using many different blank, or type styles.
4. A(n) blank includes the definition of terms used in a book.
5. Information can be presented in picture form using a(n) blank.
6. To find an alphabetical listing of topics in a book, consult the blank.
7. A type style that uses slanted print to emphasize text is called blank.
8. Construction workers write blank to list deficiencies requiring correction at completion.
9. You can use a(n) blank to send an informal written message to someone in your company.
10. You can find a book’s chapters and headings listed in a(n) blank.
11. Numerical or written information can be presented for quick visual scanning in a(n) blank.
12. A(n) blank is another way to sign documents.
13. Providing feedback is an essential part of the blank process.
14. Your blank silently communicates whether or not you are paying attention to a speaker.
15. As you gain experience, you will learn more of the special blank that you can use to communicate with other workers in your trade.
16. A legal document that allows a task, such as constructing a building, to be undertaken is called a(n) blank.
17. The owner of a project may change the expected completion date by writing a blank.
18. After you receive instructions from people, be sure to blank what they say back to them to make sure that you understand correctly.
19. No matter what you are doing, other people can get clues about your attitude and character from your blank.

Trade Terms

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Mod # 7 - Basic Communication Skills

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