ACTIVITY ANSWER KEY

Chapter 1, Section 3

Check your answers from the Answer Key.
Correct all errors, then complete your next goal.



Lesson 11: *Writing*
Technical Terms

1. (answer must be in the following order) *techne, logia*
2. an art, trade or craft
3. the systematic (or logical) treatment of that art, trade or craft
4. applications of principles utilized in the sciences for practical purposes
5. applying scientific knowledge to practical problems
6. (Answer may vary, any three) ranching, insurance, law enforcement, teaching, publishing
7. (answers must be in the following order) minimize, maximize
8. False
9. True
10. True
11. False
12. False
13. False
14. communication
15. (any order) instructions, charts, business letters, résumés, memorandums, "how-to" recipes
16. *"Personal morality leads to social morality."*



Lesson 12: *Writing*
Proposing the Constitution

1. September 17, 1787
2. (a) Congress
3. Constitution
4. making war, making peace, making treaties, levying money, regulating commerce
5. (a) The congressional, executive (presidential), and judicial powers should belong to the federal government, but that they should not all belong to one group of men.
6. (a) how to secure the sovereignty of each state, yet provide for the interests of all
7. (c) Individuals entering society must give up some liberties to preserve the rest.
8. (b) The sacrifice of liberties must be in proportion to the circumstances as well as the object to be obtained.
9. (c) the differences between each state and their situations and interests
10. (b) the consolidation of the Union
11. (answers must be in the following order) prosperity, felicity, safety, national existence
12. (a) They got along better than George Washington expected.
13. (b) False
14. (answers must be in the following order) promote the lasting welfare of that country so dear to us all, freedom, happiness
15. True
16. False
17. True
18. True
19. False
20. True
21. left

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22. 12
23. (any order) heading, date, inside address, salutation, body, closing, signature, enclosed items
24. (a) sender
25. (b) recipient
26. colon
27. handwritten
28. heading
29. Interns, Inc.
30. December 15, 2002
31. (answers must be in the following order) Priscilla Machnee, Arizona
32. (a) Mrs. Machnee's involvement in placing interns in the White House
33. (c) both a and b
34. Mara Witherspoon, executive assistant
35. (any order) list, disk
36. create his or her own heading
37. date
38. political science
39. He taught multiple sections of political science and completed a master's thesis on the impact of legislation from the Civil War on legislation today.
40. Sincerely
41. résumé
42. *"Only a virtuous people are capable of freedom."*



Lesson 13: *Writing*
Bill Porter

1. 1932
2. cerebral palsy
3. (a) True
4. 22
5. (d) all of these
6. He secured a position as a door-to-door salesman, compensated by commission.
7. Bill became the most successful salesman in his hometown of Portland, Oregon and later became the top-grossing salesman in the northwest and the United States.
8. permanent injuries from being hit by a car
9. telephone and Internet
10. (answers must be in the following order) America's Award, achievements, strong character
11. work ethic
12. True
13. True
14. True
15. technical
16. (answers must be in the following order) application, résumé
17. A résumé is a document that lists a person's qualifications for a position within a business.
18. provide a prospective employer with a succinct list of qualifications that highlight why you should be chosen for a position
19. (answers must be in the following order) centered, top
20. objective
21. _X_ (a) *To obtain a position as a . . .*
    ____ (b) *References available upon . . .*
    ____ (c) *Résumés are examples of*
    _X_ (d) *To obtain a position as a . . .*
    _X_ (e) *To obtain a position as an . . .*
22. (any order) education, professional experience (previous employment), awards, honors, community services, skills, references
23. the most recent to oldest
24. (b) False
25. (a) True
26. the most recent first to oldest
27. (d) all of these
28. Current jobs should be listed with present progressive verbs; past jobs should be listed with past tense verbs.
29. _X_ (a) They can be listed.
    _X_ (b) A statement can be . . .
    ____ (c) They can be brought . . .

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30. to obtain a position as a high school guidance counselor
31. Master's degree in Counseling Psychology and Bachelor's degree in Educational Psychology
32. substitute teacher, camp counselor, day care worker
33. president of Psi Chi National Psychology Honor Society, vice president of Psychology Club, volunteer counselor at the Hope Foundation for Troubled Youth, Awana Club, and Living Hope Tabernacle
34. upon request
35. _5_ honors and activities
    _2_ objective
    _3_ education
    _4_ professional experience
    _1_ name and address
    _6_ references
36. Microsoft Word or the Internet
37. *"Conflict, controversy and difficulty are part of life; how we handle these realities is a measure of our maturity."*
38. _X_ (a) any degrees earned in a . . .
    _X_ (b) all schools or relevant . . .
    _X_ (c) any previous experience . . .
    ____ (d) athletic abilities
39. ____ (a) cosmetology school
    _X_ (b) all schools or relevant . . .
    _X_ (c) any previous experience . . .
    _X_ (d) prints or photos of your art
40. _X_ (a) any degrees earned in a . . .
    _X_ (b) your experience as a camp . . .
    _X_ (c) your volunteer work in . . .
    ____ (d) your interests in hunting . . .
41. _X_ (a) horseback riding/mountain . . .
    ____ (b) fashion tips for "rugged, . . .
    _X_ (c) CPR, First Aid or Life . . .
    _X_ (d) all schools or relevant . . .



Lesson 14: *Writing*
Moving Up

1. (a) focusing on and aligning your life to achieve higher goals
2. (g) all of these
3. False
4. False
5. True
6. a brief document used to communicate information between personnel within a business environment
7. (any order) information about the business, requests for action
8. (any order) to, from, date, subject
9. regarding, referencing
10. _2_ purpose statement (the reason . . .
    _1_ heading
    _4_ short conclusion and contact information
    _3_ details that support the . . .
11. To: Josephina Marquez,
    From: John Jameson,
    Date: January 23, 1999
    Re: Suggested Promotion for James Wells
12. to request a promotion for a junior account executive
13. (any three) He has worked hard; he has regularly met goals; he has demonstrated strong dedication; he has completed numerous accounts each month; he has shown interest in developing new marketing strategies; he has been responsible for organizing employee orientation; he has been responsible for involving the company in charity events.
14. James Wells is truly an asset to this company and should be promoted.
15. (b) is a request to the marketing director by one of her subordinates, on behalf of another subordinate
16. *"Your faith fuels your vision."*

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Lesson 15: *Writing*
Prudence Crandall: A Woman who Overcame

1. (d) Prudence Crandall
2. (a) the town of Canterbury, Connecticut
3. (f) early to middle 1800s
4. (h) all of these
5. (c) Prudence Crandall's dedication to education regardless of opposition
6. __5__ Abolitionists assisted Ms. . . .
7. __3__ The townspeople withdrew . . .
8. __4__ Prudence and Almira . . .
9. __7__ The doctor refused to treat . . .
10. __1__ Prudence Crandall established . . .
11. __6__ The water supply was poisoned.
12. __8__ The church refused to allow . . .
13. __2__ Sarah Harris was admitted . . .
14. __9__ The town council began . . .
15. __11__ Ms. Crandall was jailed for . . .
16. __12__ The court dismissed the . . .
17. __15__ In 1886, approximately 50 . . .
18. __10__ The community enacted the . . .
19. __17__ In 1954, her bravery and . . .
20. __13__ A mob attacked the school, . . .
21. __14__ Ms. Crandall had to close the . . .
22. __18__ In 1995, approximately 160 . . .
23. __16__ In 1890, Ms. Crandall died.
24. False
25. False
26. True
27. (answers must be in the following order) chronological, process
28. sidewalk
29. to provide a firmer path
30. shovel, hoe, wheelbarrow, safety goggles, gloves, trowel, level, hammer and nails or drill and screws, wire cutters
31. ready-mixed concrete, water, flat rocks, concrete mesh or reinforcement wire, water hose, four framing boards
32. trowel: a flat-bladed, hand tool for smoothing, shaping or spreading substances such as cement
    level: an instrument that shows whether a surface is flat and even
    concrete mesh: a roll of wire in a square pattern used for strengthening concrete
    ready-mixed concrete: sand, gravel and concrete already prepared except for water
33. (answers must be in the following order) mark, remove, dig, level
34. (answers must be in the following order) 2 X 4, nails, drill, inside
35. bottom of the path area
36. water
37. (a) True
38. rocks
39. (b) False
40. (b) False
41. useful
42. (any order) introduction, body, conclusion
43. provide more information
44. (a) informative
45. (c) attractive
46. process
47. try
48. *"You live abundantly when you realize that you were designed for a purpose."*
49. (a) man to man

Turn in your writing assignments and ask for your QUIZ over Section 3. **Reminder:** Students who score 85% or higher on the three section quizzes may be exempt from the chapter test!

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