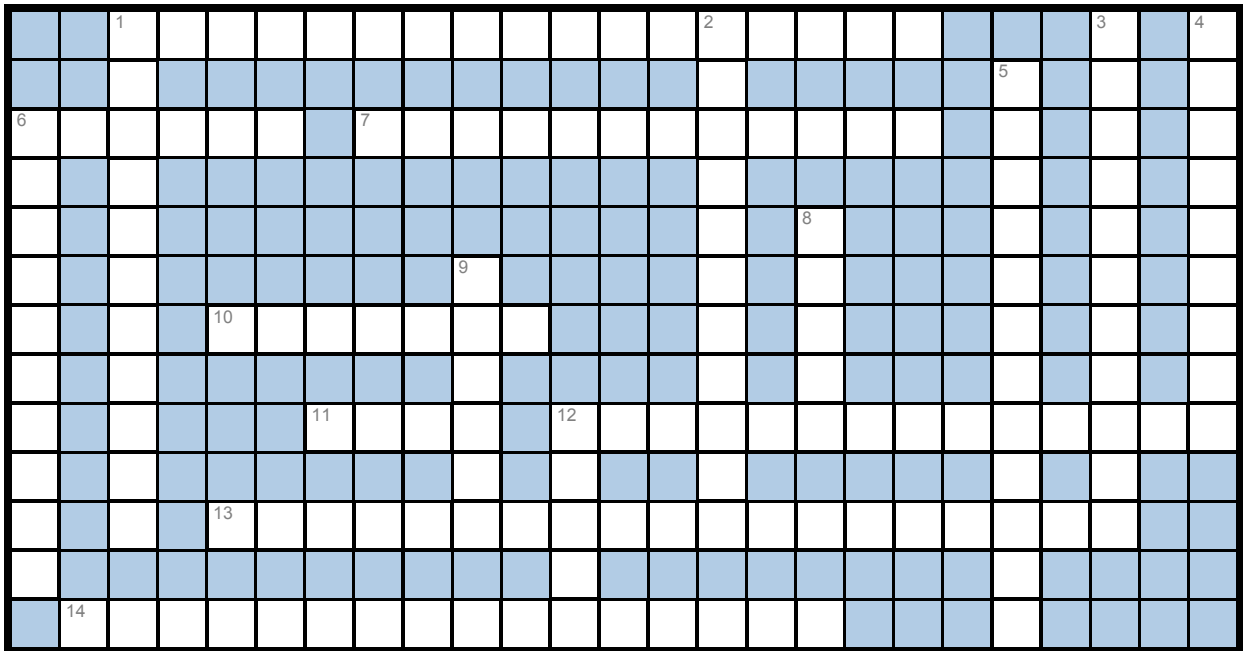


Fundamentals of Business Communication © 2012

Chapter 6: Improving Grammar Mechanics

Copyright Goodheart-Willcox Co., Inc. | Permission granted to reproduce for educational use only.



Across

1. A method of writing in which similar elements are expressed in a consistent way or using the same pattern.
6. A punctuation mark used at the end of a declarative sentence, or a sentence that makes a statement.
7. Punctuation used at the end of an interrogative sentence, or a sentence that asks a question.
10. A word that sounds the same as another word, but the meaning and spelling of the two words differ.
11. A punctuation mark that separates elements in a sentence or signals an abrupt change in thought; also known as an em dash.
12. An uppercase letter (B) rather than lowercase (b); capital letters signal the beginning of a new sentence and identify important words in titles and headings.
13. Punctuation marks used within a sentence.
14. A punctuation mark used to express strong emotion and appears at the end of a sentence or after an interjection that stands alone.

Down

1. Punctuation marks used to enclose words or phrases that clarify meaning or give added

information.

2. A shortened form of a word or term or a combined form of two separate words.
3. Marks used to show the structure of sentences.
4. An internal punctuation mark used to separate clauses or some items in a series; it provides a stronger break than a comma.
5. A shortened form of a word or letters used to stand for a word or term.
6. A word that identifies a specific person, place, or thing.
8. A punctuation mark used to separate elements in a sentence.
9. A punctuation mark used to separate parts of compound words, numbers, or ranges.
12. An internal punctuation mark that introduces an element in a sentence or paragraph.