

**Vocabulary and Comprehension**

*You may use your book to help you answer the questions below.*

**Holt Literature and Language Arts**

pages 959–964

# “Analyzing Functional Workplace Documents”

**A.** Choose the correct word in parentheses to complete each sentence. Write the word(s) on the line.

1. One type of contract is a (header, software license) \_\_\_\_\_.

2. A Web site is just one example of a (functional workplace document, shareware agreement) \_\_\_\_\_.

3. The visual elements on a Web site make up its (copyright, graphics) \_\_\_\_\_.

4. The overall arrangement and order of all a document’s elements on a page or screen make up its (end user, structure) \_\_\_\_\_.

**B.** Choose a word from Exercise A. Use it in a sentence.

1. \_\_\_\_\_  
\_\_\_\_\_

**C.** Use a complete sentence to answer each question about “Analyzing Functional Workplace Documents.”

1. How do the creators of a shareware agreement use structure and format to achieve their purpose?

\_\_\_\_\_  
\_\_\_\_\_

2. How do the creators of a Web site use graphics to achieve their purpose?

\_\_\_\_\_  
\_\_\_\_\_

3. How are structure, format, and graphics related to functional workplace documents?

\_\_\_\_\_  
\_\_\_\_\_