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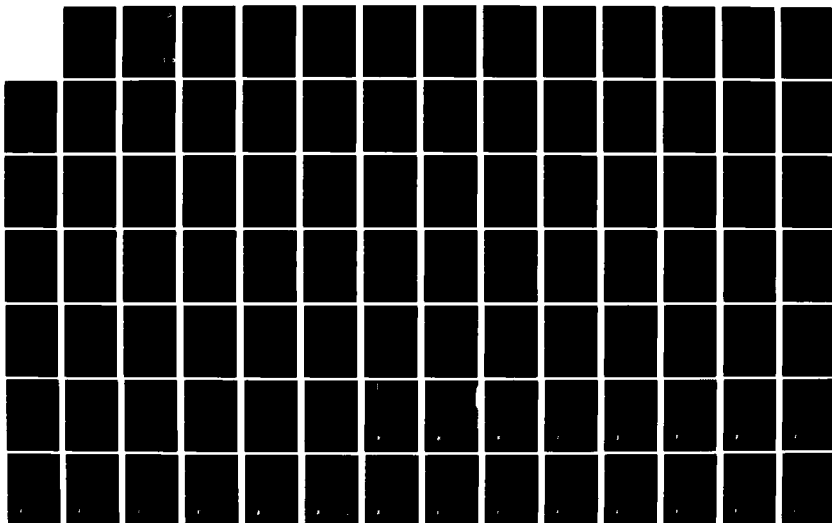
JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 71L
ADMINISTRATIVE SPECIALI... (U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER..

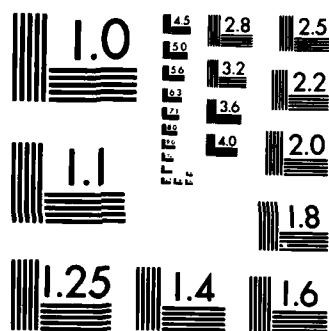
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JOB LANGUAGE PERFORMANCE REQUIREMENTS
FOR 71L
MOS
ADMINISTRATIVE SPECIALIST

REFERENCE SOLDIER'S MANUAL DATED

14 June 1979

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19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Job Language Performance Requirements (JLPR) Task Inventory Lexical Analysis Common Tasks Structural Analysis Listening English Language Skills Speaking Task Prioritization Checklist Reading		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The Job Language Performance Requirements (JLPR) study was conducted to determine language tasks the soldier must do in studying/performing job tasks. The language skills (listening, reading, writing, speaking) required to learn each Army job task were identified, conditions studied and standards determined. The data that generated the JLPR is identified. <i>←</i>		

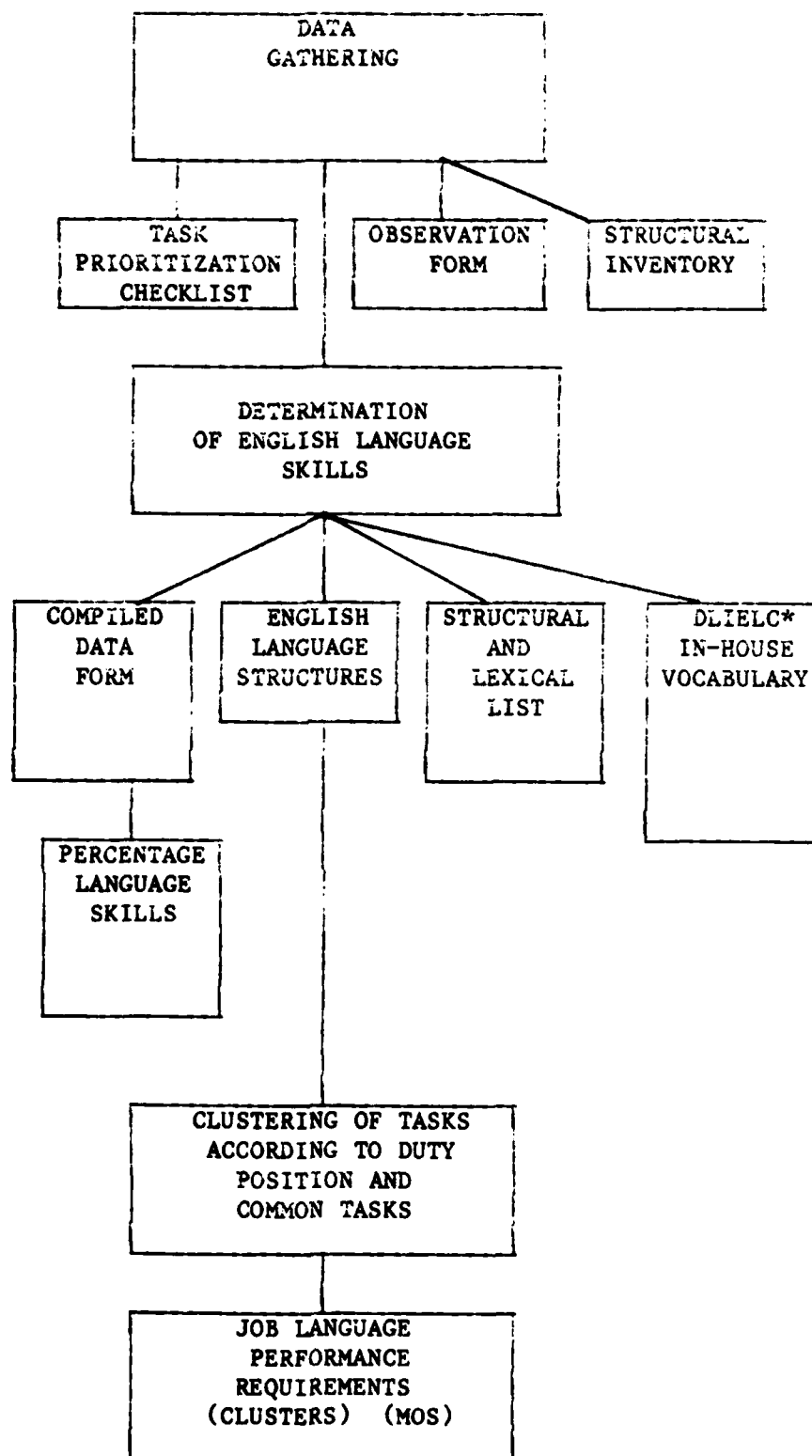


FIGURE 1

*Defense Language Institute English Language Center

PREFACE

INSTRUCTIONS FOR REVIEW OF JOB LANGUAGE PERFORMANCE REQUIREMENTS

This report is organized in six main sections. Sections I-IV discuss methods, forms and rationale for gathering, organizing and analyzing research data used to develop Job Language Performance Requirements (JLPR). Please look through these sections to get a general understanding of the background underlying the JLPR. Sections V and VI are the major substantive portions of the analysis. They are the results of the analysis and constitute the basis for development of any MOS-oriented English language materials. Section V contains the JLPR by cluster/topic, while Section VI contains the JLPR covering the entire range of clusters/topics.

The appendices, one through eight, contain all the information used to determine the Job Language Performance Requirements. Please write any suggestions or changes directly on the document or attach additional notes, if necessary.

The points covered in the six major sections are supported in greater detail in eight appendices. Below is an overview of these appendices.

Appendix one contains the Task Prioritization Checklist. It was taken to the field to collect the raw data. This form was approved for use by the Department of the Army.

Appendix two contains the Task Inventory Compiled Data Form. It was used to organize data from Unit and AIT respondents.

Appendix three defines the language skills by percentage. This form includes computations of language skills for each task cluster.

Appendix four contains the Observation Form used in the recording of types of listening and speaking skills required, as seen by observers, in the learning and performing of a task. The variety of environmental situations is also included on this form.

Appendix five contains the final list of structural and lexical items found through data gathering and organization.

Appendix six contains the DLIELC in-house vocabulary list. This is a task by task listing of the vocabulary extracted from the Soldier's Manual.

SECTION I

DATA GATHERING

INTRODUCTION

This section discusses the procedures and forms in the gathering of data used to determine the Job Language Performance Requirements for this MOS.

SECTION I: DATA GATHERING

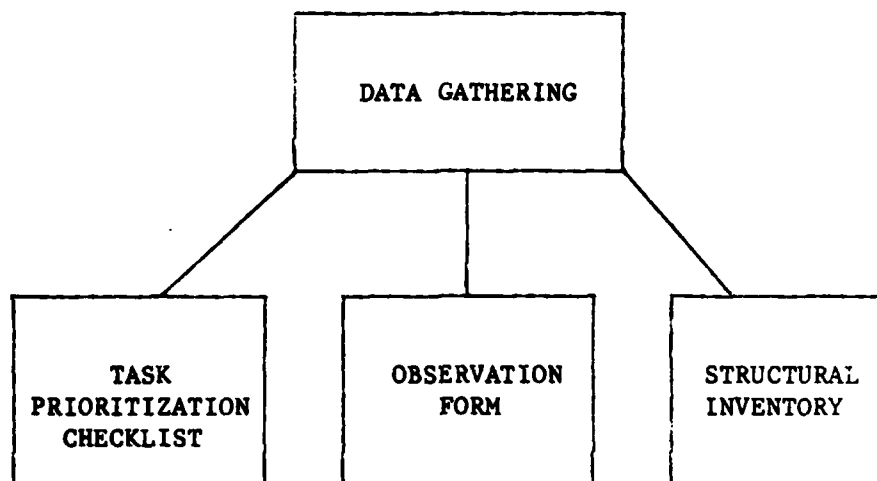


FIGURE 2

In order to establish Job Language Performance Requirements for this MOS the curriculum development specialists at the Defense Language Institute English Language Center (DLIELC) analyzed the current learning and working situations, and individual tasks. The goal was to collect data which would help identify the Job Language Performance Requirements pertinent to this MOS.

To conduct this analysis, training specialists visited the AIT School and Unit cadre. Interviews were conducted using a Task Prioritization Checklist, (Appendix 1). For each task, first-line supervisors answered the following questions:

1. Is the task taught?
2. How is the task taught?
3. Is the task tested?
4. How is the task tested?
5. How important are speaking, listening, reading and writing in learning and performing the task?
6. What are the results of poor performance in performing the task.

Additional data were gathered through use of an Observation Form and an analysis of language structures in the Soldier's Manual for this MOS.

The Observation Form (Appendix 4) was used to record actual observations of the learning situations, populations, tasks, and language.

The lexical and structural analysis was done by a panel of language specialists who first listed all structures found in the Soldier's Manual for this MOS and then all structures, standard and non-standard, noted on the Observation Forms for all vocabulary from the Soldier's Manual. All lists were then combined into an overall lexical and structural inventory.

SECTION II

DETERMINATION OF ENGLISH LANGUAGE SKILLS

INTRODUCTION

This section discusses the organization of the raw data into information used to determine the English language skills pertinent to this MOS.

SECTION II: DETERMINATION OF ENGLISH LANGUAGE SKILLS

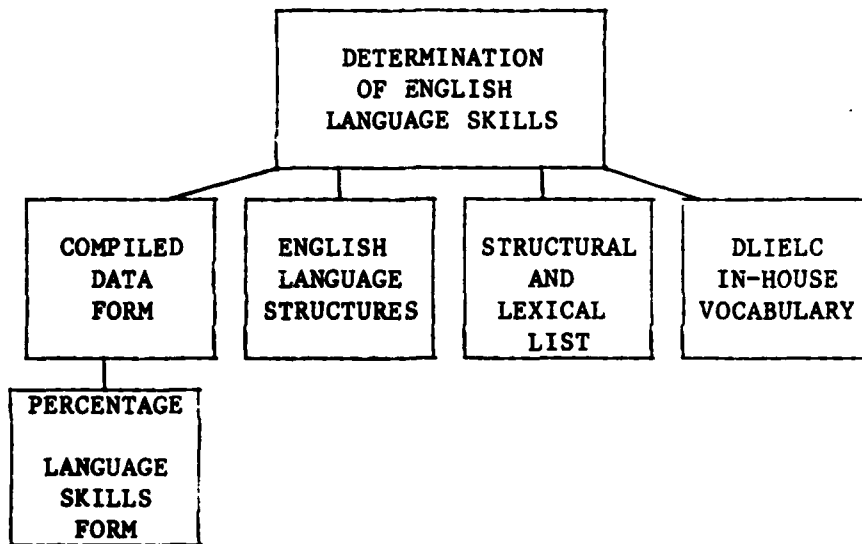


FIGURE 3

The raw data collected as described in Section II above was used to determine the English Language skills which the soldier must learn to learn and perform the task. The Compiled Data Form, Appendix 2, was used to organize the observation and analysis data. Selected information from the Task Prioritization Checklist was recorded directly on this form. Specifically three variables were used to determine the language skills involved. They were:

1. Methods of teaching.
2. Methods of testing.
3. The actual respondents' ratings of the four English language skills.

From each of the three variables the following skills were determined:

VARIABLE	ENGLISH LANGUAGE SKILLS
- Methods of Teaching - demonstration - lecture - hands on - self-paced	- listening, - listening, writing - listening - reading, writing

Methods of Testing performance oral written	listening speaking writing, reading
Rating of English Language Skills listening speaking reading writing	*a response of 2 or 3 on a scale of 1 to 3 was tallied a response of 1, 2, or 3 on a scale of 1 to 5 was tallied

*See A1

In order to determine the relations of the various skills in the MOS, data from the three variables were tallied on the Percentage Language Skills Form. An average was then found using the following formula:

$$TR \div TxVxR = \% \text{ of use}$$

T = total number of tasks per cluster

V = language skill variable per cluster**

R = maximum number of respondents in any task in that cluster

TR = total tally of responses per task per skill

% of use = use of the language skill in the task

Percentages found in this MOS were:

Listening	47%
Speaking	20%
Reading	26%
Writing	25%

As shown by the figures, listening is the most important skill in this MOS. However, in particular duty sections, percentages varied. Appendix 3, the Percentage Language Skills Form, shows the actual skill percentages in each duty position.

**See A3

Organization of structural and lexical items was done by comparing a structural and lexical list extracted from the Soldier's Manual with a structural inventory list extracted from ALC (American Language Center) materials through Volume 2400, at the end of which a trainee is normally qualified for Specialized English Technical Terminology training. By comparing the lists redundancies were eliminated, leaving the final list of structural and lexical items indicated by grammatical title in Appendix 5.

SUMMARY/CONCLUSION:

Organization of the data included the recording of responses on the Task Inventory Compiled Data Form, use of the Percentage Language Skills Form, and the DLIELC in-house structural analysis list. Skills were analyzed by duty section. The actual lexical items in this MOS were grouped and listed task by task. This information was then used to determine the specific Job Language Performance Requirements.

SECTION III

CLUSTERING OF COMMON AND DUTY POSITION TASKS

INTRODUCTION

Due to the overlapping of certain elements among the various MOS, tasks were clustered in order to prevent duplication of effort for each MOS.

This section contains a listing of the clusters for this MOS.

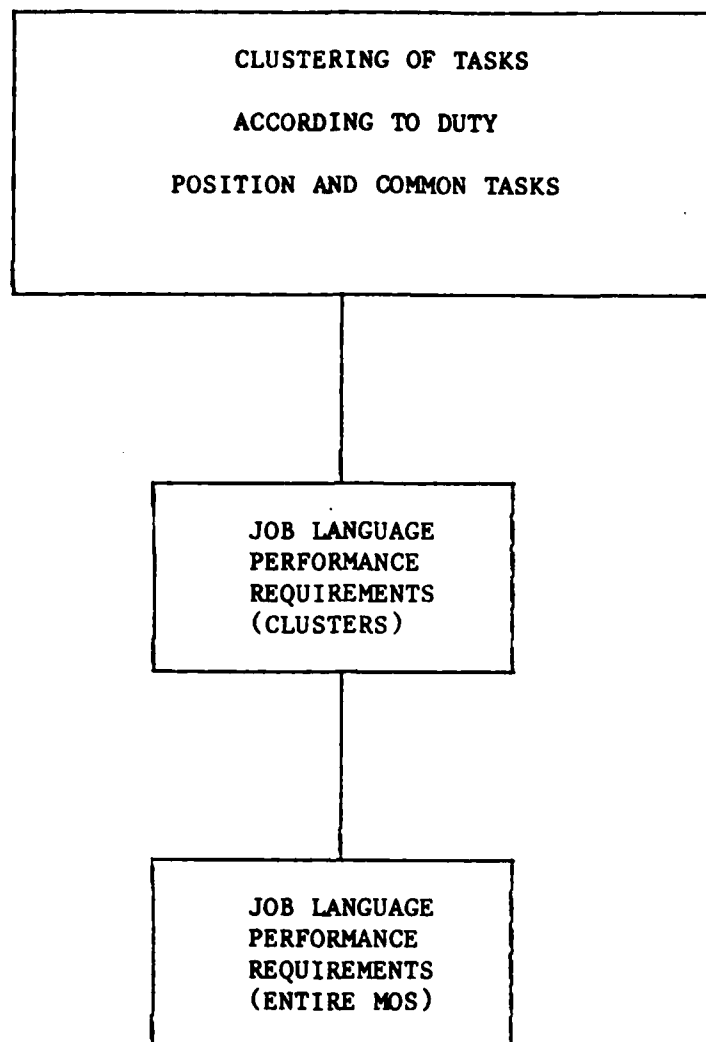


FIGURE 4

SECTION III: CLUSTERING OF COMMON AND DUTY POSITION TASKS

Clustering was done by using the common and duty position tasks in the Soldier's Manual.

The following clusters are in this MOS:

1. FIRST AID
2. NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS
3. INDIVIDUAL FITNESS
4. SECURITY AND INTELLIGENCE
5. M16A1 RIFLE
6. LAND NAVIGATION
7. GRENADES
8. LEADERSHIP
9. COMMON ADMINISTRATIVE TECHNICAL TASKS
10. TECHNICAL TASKS (ALL DUTY POSITIONS)
11. TECHNICAL TASKS (ASI F5)

SECTION IV

JOB LANGUAGE PERFORMANCE REQUIREMENTS

INTRODUCTION

This section discusses the format for the Job Language Performance Requirements.

SECTION IV: JOB LANGUAGE PERFORMANCE REQUIREMENTS

The format for the Job Language Performance Requirements is:

TASK:
CONDITION:
STANDARD:

A+ TASK

The Job Language Performance Requirements state the language tasks to soldier must do in studying/performing specific MOS job tasks. A task addressing language would be one of reading, listening, speaking or writing. Job tasks, as seen in the Soldier's Manual, are those which pertain to the soldiers duties. To write these as language tasks required the following explanations of what the soldier would speak, read, listen and write. Below are the kinds of explanations that had to be made in this MOS.

SPEAKING

Produces oral utterances to report/inform/explain/elicit response/respond.

Analysis of this MOS indicates verbal reports entailing those activities directly related to the soldiers job tasks.

The speaking act to respond or elicit response in this MOS is an oral response to a command or visual signal.

Speaking to explain involves situations of instruction in any training situation.

Speaking to inform involves producing oral utterances to communicate necessary information.

READING

Read for information/to learn.

Printed and written materials are used throughout this MOS. The soldier is expected to read technical manuals, fields manuals, soldier's manual, written communication and audio-visual aids. Content of these materials is presented in formats and styles ranging from simple factual words or sentences to complex passages containing highly technical vocabulary, often with ellipsis. The purpose is to teach the student, so the student reads them to learn. Reading to learn involves reading names, attributes, information, procedures, explanations of how systems work, concepts, vocabulary terms, and definitions which are committed to short or long term memory for immediate or later recognition.

C. STANDARDS

The standard for our purpose is 100%. A standard for understanding or speaking cannot be tested as saying the soldier will disassemble a .45 caliber pistol in eight minutes. Because of this, 100% understandable speech or 100% legibility is used as a reference.

SUMMARY/CONCLUSION:

The Job Language Performance Requirements including tasks, conditions, and standards, were first written for each task cluster. The clusters were then combined into the Job Language Performance Requirements for the entire MOS.

SECTION V

JOB LANGUAGE PERFORMANCE REQUIREMENTS (CLUSTERED)

INTRODUCTION

Sections I, II, III, and IV described how Job Language Performance Requirements were identified and constructed.

This section contains the Job Language Performance Requirements for each task cluster pertinent to this MOS.

FIRST AID

I. PERCENTAGE LANGUAGE SKILLS

Listening 59%
Speaking 28%
Reading 24%
Writing 27%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn
CONDITIONS: Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral communication

TASK: Listen to respond
CONDITIONS: Given a medical scenario involving simple questions about an illness in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral utterances

TASK: Produce oral utterances to explain
CONDITIONS: Given a simple medical scenario requiring an oral interpretation in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral responses

TASK: Read for information
CONDITIONS: Given printed MOS training materials in the form of captioned illustrations, procedures, tables and explanations
STANDARDS: 100% understanding of printed content

TASK: Write to inform
CONDITIONS: Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable and legible written content

III. TASK NUMBERS AND TITLES

081-831-1004 Perform mouth-to-mouth resuscitation and external cardiac
massage
081-831-1005 Stop bleeding
081-831-1006 Identify signs and treat for shock

NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS

I. PERCENTAGE LANGUAGE SKILLS

Listening	62%
Speaking	29%
Reading	18%
Writing	21%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to perform
CONDITIONS:	Given oral warnings or verbal commands regarding simulated NBC situations (scenarios) in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral utterances
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given NBC situations requiring oral alarms
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of procedures, captioned illustrations and notations defined as explanations
STANDARDS:	100% understanding of printed material

III. TASK NUMBERS AND TITLES

031-503-1002 Put on and wear a protective mask

INDIVIDUAL FITNESS

I. PERCENTAGE LANGUAGE SKILLS

Listening	50%
Speaking	10%
Reading	11%
Writing	11%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of procedures, manuals, charts, captioned illustrations and explanations
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-327-0201	Maintain individual physical fitness appropriate to unit mission
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SECURITY AND INTELLIGENCE

I. PERCENTAGE LANGUAGE SKILLS

Listening	42%
Speaking	32%
Reading	19%
Writing	24%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen to orally interact
CONDITIONS:	Given oral challenges, passwords and scenarios in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral information
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce spontaneous oral utterances to interact
CONDITIONS:	Given the requirement to orally respond to challenges, passwords and security situations in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, tables and warnings
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-331-0801	Use challenge and password
071-331-0851	Enforce noise, light and litter discipline

M16A1 RIFLE

I. PERCENTAGE LANGUAGE SKILLS

Listening 67%
Speaking 11%
Reading 11%
Writing 19%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform
CONDITIONS: Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon request
CONDITIONS: Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond
CONDITIONS: Given a requirement to make a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS: 100% understandable oral utterances

TASK: Read to learn
CONDITIONS: Given printed MOS training materials in the form of procedures, captioned illustrations, warnings and references
STANDARDS: 100% understanding of printed content

TASK: Read for information
CONDITIONS: Given printed MOS training materials in the form of a range card
STANDARDS: 100% understanding of printed content

TASK: Write to record
CONDITIONS: Given a requirement to complete a range card
STANDARDS: 100% understandable and legible written content

III. TASK NUMBERS AND TITLES

071-311-2007 Engage targets with an M16A1 rifle

LAND NAVIGATION

I. PERCENTAGE LANGUAGE SKILLS

Listening	44%
Speaking	27%
Reading	33%
Writing	27%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of marked maps, definitions, captioned illustrations, instructions and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record
CONDITIONS:	Given a requirement to record the grid reference
STANDARDS:	100% legible written content

III. TASK NUMBERS AND TITLES

071-329-1005	Determine a location on the ground
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GRENADERS

I. PERCENTAGE LANGUAGE SKILLS

Listening	41%
Speaking	13%
Reading	9%
Writing	10%

II. JOE LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Listen for information
CONDITIONS:	Given oral instructions to perform task-specific assignments in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral information
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to produce a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of warnings, procedures, definitions, captioned illustrations and references
STANDARDS:	100% understanding of printed content

III. TASK NUMBERS AND TITLES

071-314-2104	Engage targets with an M203 grenade launcher and apply immediate action to reduce a stoppage
071-325-4402	Engage enemy targets with hand grenades

LEADERSHIP

I. PERCENTAGE LANGUAGE SKILLS

Listening	36%
Speaking	11%
Reading	37%
Writing	37%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given the requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-030-2501	Prepare the rater's section of an Enlisted Evaluation Report (EER)
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COMMON ADMINISTRATIVE TECHNICAL TASKS

I. PERCENTAGE LANGUAGE SKILLS

Listening	49%
Speaking	20
Reading	53%
Writing	46%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn
CONDITIONS:	Given oral instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, descriptions, tables and SOPs
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, charts, tables, captioned illustrations, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and make written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given the requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-004-1207	Prepare a Requisition for Publications and/or Blank Forms using AUTODIN (DA Form 4569)
121-004-1415	Post regulations and directives

121-004-1223	Root's incoming correspondence
121-004-1224	Dispatch outline correspondence
121-004-1227	establish functional files
121-004-1228	File documents/correspondence
121-004-1233	Assemble correspondence
121-004-1234	Process official accountable mail

U. F. H.

TECHNICAL TASKS (ALL DUTY POSITIONS)

I. PERCENTAGE LANGUAGE SKILLS

Listening	52%
Speaking	24%
Reading	48%
Writing	40%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral responses spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce oral utterances to inform and respond
CONDITIONS:	Given a requirement to make a verbal report in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, descriptions, tables and SOPs
STANDARDS:	100% understanding of printed content
TASK:	Read to edit
CONDITIONS:	Given handwritten or printed military correspondence
STANDARDS:	100% recognition of errors
TASK:	Written to record and report
CONDITIONS:	Given the requirement to complete forms and produce written reports
STANDARDS:	100% understandable and legible written content
TASK:	Write to inform
CONDITIONS:	Given a requirement to write in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-004-1201 Type a basic comment to a Disposition Form (DA Form 2496)

121-004-1202	Type a military letter
121-004-1203	Type a nonmilitary letter
121-004-1204	Type an endorsement to a military letter
121-004-1205	Type a Joint Messageform (DD Form 173)
121-004-1206	Type military orders
121-004-1216	Type a memorandum
121-004-1417	Receipt/control classified material
121-004-1418	Transfer Classified Material
121-004-1230	Type a second or subsequent comment to a Disposition Form
121-004-1232	Type straight copy material

TECHNICAL TASKS (V-15-71L)

I. PERCENTAGE LANGUAGE SKILLS

Listening	20%
Speaking	11%
Reading	26%
Writing	17%

II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:	Listen to learn and perform
CONDITIONS:	Given oral instructions or verbal commands in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understanding of oral communication
TASK:	Produce appropriate oral response spontaneously or upon request
CONDITIONS:	Given any verbal stimulus in the form of questions, scenarios or instructions in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral responses
TASK:	Produce spontaneous oral utterances to interact
CONDITIONS:	Given the requirement to orally respond in any training situation (Appendix 4), using standard and non-standard structural and lexical items (Appendices 5 & 7)
STANDARDS:	100% understandable oral utterances
TASK:	Read to learn
CONDITIONS:	Given printed MOS training materials in the form of procedures, descriptions, tables and SOPs
STANDARDS:	100% understanding of printed content
TASK:	Read for information
CONDITIONS:	Given printed MOS training materials in the form of instructions, charts, tables, explanations and procedures
STANDARDS:	100% understanding of printed content
TASK:	Write to record and report
CONDITIONS:	Given the requirement to complete forms and make written reports
STANDARDS:	100% understandable and legible written content

III. TASK NUMBERS AND TITLES

121-005-1201	Accept First Class Mail at Postal Finance Window
121-005-1202	Accept Ordinary Domestic Transient Second Class Mail at Postal Finance Window
121-005-1203	Accept Third Class Mail at Postal Finance Window
121-005-1204	Accept Fourth Class Mail at Postal Finance Window

121-005-1205 Accept Certified Mail at Postal Finance Window
 121-005-1206 Accept Insured Mail at Postal Finance Window
 121-005-1207 Accept Registered Mail at Postal Finance Window
 121-005-1208 Accept International Letters/Letters Packages at Postal Finance Window
 121-005-1209 Accept International Printed Matter at Postal Finance Window
 121-005-1210 Accept International Small Packet at Postal Finance Window
 121-005-1211 Accept International Parcel Post at Postal Finance Window
 121-005-1212 Maintain Fixed Credit
 121-005-1213 Issue Domestic Money Order at Postal Finance Window
 121-005-1214 Cash Domestic Postal Money Order at Postal Finance Window
 121-005-1215 Prepare Money Order Report
 121-005-1216 Process Accountable Mail
 121-005-1217 Process Locator Mail
 121-005-1218 Dispatch Mail

SECTION VI

JOB LANGUAGE PERFORMANCE REQUIREMENTS (Entire MOS)

INTRODUCTION

This section contains language tasks for each generic skill for this MOS. Listed below each task are the types of receptive or productive language activity involved.

LISTENING

TASK: Understand oral language intended to inform or instruct.

CONDITIONS: Given explanations, procedures, rules, instructions or definitions in simple to complex lexicon and syntax; formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5 & 6)

STANDARDS: 100% understanding and assimilation of presented oral language task.

The following are specific conditions found in this language task:

Warnings
Described situations
Directions
Lectures
Commands, Orders
Sound tracks (films, tapes)
Standard/Non-standard English
Instructions
SQT questions

TASK: Understand spontaneous oral language or language via a technical medium - such as a radio telephone - intended to inform and elicit responses.

CONDITIONS: Given scenarios, questions, commands or requests in simple to complex lexicon and syntax, formal or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation. (Appendices 4, 5, & 6)

STANDARDS: 100% understanding and assimilation of oral language in order to apply and respond.

The following are specific conditions found in this language task:

Shouting
Radio communications
Coded messages
Spellings
Conversation
Requests

READING

TASK: Read MOS training in the form of printed prose or graphic representations in order to learn processes, concepts, vocabulary, definitions and identifications, to calculate problems, intercept codes and complete forms.

CONDITIONS: Given technical, non-technical, lexical and structural features in simple to complex printed form in any training situation.
(Appendices 4, 5 & 6)

STANDARDS: 100% understanding of printed content.

The following are specific conditions found in this language task:
Captions with illustrations.

Lists	Extracts
Procedures	Columns
Information	Indices
Definitions	Charts
Outlines	Methods
Signs	Technical Vocabulary
Markers	Standard Operating Procedures
References	Cartoons
Rules	Problems
Maps	Manuals
Flags	Graphic Training Aids
Military Documents	
I.D. Papers	
Regulations	

TASK: Identify, understand, and interpret written utterances pertinent to MOS training in technical or non-technical language.

CONDITIONS: Given technical, non-technical, lexical and structural features in simple to complex written form in any training situation.
(Appendices 4, 5 & 6)

STANDARDS: 100% understanding of written content.

The following are specific conditions found in this language task:

Lists
Information
Descriptions
Radiation readings off dosimeter
Coordinate scales
Callsigns-suffices
Three-letter codes
Examples
Calculations
Markings
Radio communications
Range cards
Notes
Messages

APPENDICES

1. Task Prioritization Checklist
2. Task Inventory Compiled Data Forms
3. Percentage Language Skills
4. Observation Form
5. Structural/Lexical list
6. Vocabulary (DLIELC in-house)
7. Vocabulary (machine-generated)
8. English Language Structures

APPENDIX 1

TASK PRIORITIZATION CHECKLIST

This Checklist was approved by the
Department of the Army in 1980.

YOUR CURRENT MOS: _____
(PRESENTLY WORKING IN)

MOS IN WHICH YOU WERE TRAINED: _____
POSITION: _____
UNIT: _____

2 = med
3 = high

YES

NO

IS TASK
TAUGHT?

LISTENING*
SPEAKING*
READING*
WRITING*

OF:

LECTURE
SELF-PACED
DEMONSTRATION
HANDS-ON

TAUGHT

YES

NO

IS TASK
TESTED?

WRITTEN

ORAL

PERFORMANCE

PERSON

EQUIPMENT
RESULTS IN
DANGER TO

APPENDIX 2

TASK INVENTORY COMPILED DATA FORM

This form was used to record data from
the Task Prioritization Checklist.

DATA OBTAINED FROM KOREA, Germany Ft. CLASS TRAINING SPECIALIST

MOS 71L NUMBER OF RESPONDENTS 6
DATA OBTAINED FROM FT. JACKSON TRAINING SPECIALIST

TASK NUMBER	AIT	CRITICALITY	METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS
081-831-1004	difficulty?		self-paced	written	writing
	tested?		hands-on	oral	reading
	taught?		demonstration	performance	speaking
			lecture		listening
081-831-1005		danger to person or			
		equipment			
		importance			
081-831-1006					

F1R57 A10

TRAINING SPECIALIST

RECEIVED
JAN 14 1974

PAGE 2 OF 2		MOS 712	NUMBER OF RESPONDENTS
		DATA OBTAINED FROM	TRAINING SPECIALIST
RATING OF ELS	writing		
	reading		
	speaking		
	listening		
METHODS OF TESTING	written		
	oral		
	performance		
METHODS OF TEACHING	self-paced		
	hands-on		
	demonstration		
	lecture		
CRITICALITY	danger to person or equipment		
	importance		
UNIT	difficult?		
	tested?		
		MOS	NUMBER OF RESPONDENTS
		DATA OBTAINED FROM	TRAINING SPECIALIST
RATING OF ELS	writing		
	reading		
	speaking		
	listening		
METHODS OF TESTING	written		
	oral		
	performance		
METHODS OF TEACHING	self-paced		
	hands-on		
	demonstration		
	lecture		
CRITICALITY	danger to person or equipment		
	importance		
AIT	difficulty?		
	tested?		
	taught?		
TASK NUMBER		071-331-0651	071-319-1005

SECURITY AND INTELLIGENCE

US NAVY/AF/01

TASK NUMBER	AIT	CRITICALITY	METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS	UNIT		MOS _____ NUMBER OF RESPONDENTS _____		DATA OBTAINED FROM _____ TRAINING SPECIALIST _____				
						danger to person or	equipment	importance	difficult?	tested?				
625425 MIGAL RILE	011-311-2007	011-314-2101	011-315-4402	writing	reading	speaking	listening	written	oral	performance	self-paced	hands-on	demonstration	lecture

DATA OBTAINED FROM

TRAINING SPECIALIST

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

121-030-2501

171-004-1207

Life Events

LEADERSHIP

751441 74525

ADAM WITKOWSKI

[illegible]

MOS _____		NUMBER OF RESPONDENTS _____	
DATA OBTAINED FROM _____		TRAINING SPECIALIST _____	
RATING OF ELS	writing	✓	✓
	reading	✓	✓
	speaking	✓	✓
	listening	✓	✓
METHODS OF TESTING	written	✓	✓
	oral	✓	✓
	performance	✓	✓
METHODS OF TEACHING	self-paced	✓	✓
	hands-on	✓	✓
	demonstration	✓	✓
	lecture	✓	✓
CRITICALITY	danger to person or equipment	✓	✓
	importance	✓	✓
	difficulty?	✓	✓
AIT	tested?	✓	✓
	taught?	✓	✓
	TASK NUMBER		

בשם ה' אלהינו יצאנו ממצרים

TRAINING SPECIALIST

171004 1233

DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

MOS	NUMBER OF RESPONDENTS
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
18	1
19	1
20	1
21	1
22	1
23	1
24	1
25	1
26	1
27	1
28	1
29	1
30	1
31	1
32	1
33	1
34	1
35	1
36	1
37	1
38	1
39	1
40	1
41	1
42	1
43	1
44	1
45	1
46	1
47	1
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52	1
53	1
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77	1
78	1
79	1
80	1
81	1
82	1
83	1
84	1
85	1
86	1
87	1
88	1
89	1
90	1
91	1
92	1
93	1
94	1
95	1
96	1
97	1
98	1
99	1
100	1

DATA OBTAINED FROM _____ TRAINING SPECIALIST

RATING OF ELS		METHODS OF TESTING		METHODS OF TEACHING		CRITICALITY		AIT	
writing		written		self-paced		danger to person or		difficulty?	
reading		oral		hands-on		equipment		tested?	
speaking		performance		demonstration		importance		taught?	
listening				lecture					

121 004-1234

21.004-1201

ANALYTICAL TASKS (ALL
COMMON ADMINISTRATIVE
TECHNICAL TASKS)

TRAINING SPECIALIST

171-001-1704

TECHNICAL TASKS (42 DUTY (25/2/05))

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

UNIT	CRITICALITY	METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS	UNIT 1																									
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	importance	lecture	performance	listening	writing																									
					reading																									
					speaking																									
	equipment	demonstration	oral	written	listening																									
					reading																									
					speaking																									
	danger to person or	hands-on	performance	listening	writing																									
					reading																									
					speaking																									
	importance	lecture	performance	listening	writing																									
					reading																									
					speaking																									
	difficult?	tested?	performance	listening	writing																									
					reading																									
					speaking																									

MOS

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

RATING OF ELS		METHODS OF TESTING		METHODS OF TEACHING		CRITICALITY		AIT	
writing		written		self-paced		danger to person or		difficulty?	
reading		oral		hands-on		equipment		tested?	
speaking		performance		demonstration		importance		taught?	
listening				lecture					

[illegible]

121 004- 1205

121 004-1208

9121-400 171

COMMUNICAL TASKS/ALL DUTY Position(s)

TECHNICAL STAFF (The Duty Postings)

TRAINING SPECIALIST

NUMBER OF RESPONDENTS

TRAINING SPECIALIST

32

1021-500,121

TECHNICAL TASKS
(see duty positions)

TECHNICAL STAFF (ASST FS)

TECHNICAL T. 41 (AS 155)

TASK NUMBER	AIT	CRITICALITY	METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS	UNIT		CRITICALITY		METHODS OF TEACHING	METHODS OF TESTING	RATING OF ELS
						difficult?	tested?	danger to person or equipment	importance			
111-005-1207	000000	000000	self-paced hands-on demonstration lecture	written oral performance	writing reading speaking listening	writing reading speaking listening	written oral performance	self-paced hands-on demonstration lecture	danger to person or equipment importance	difficult? tested?	writing reading speaking listening	
111-005-1208	000000	000000	self-paced hands-on demonstration lecture	written oral performance	writing reading speaking listening	writing reading speaking listening	written oral performance	self-paced hands-on demonstration lecture	danger to person or equipment importance	difficult? tested?	writing reading speaking listening	
111-005-1209	000000	000000	self-paced hands-on demonstration lecture	written oral performance	writing reading speaking listening	writing reading speaking listening	written oral performance	self-paced hands-on demonstration lecture	danger to person or equipment importance	difficult? tested?	writing reading speaking listening	

TECHNICAL T. 501 1951 (5)

TECHNICAL . 1501 (A55 P5)

[illegible]

TRAINING SPECIALIST

171-005-1218

י. יאנוש כהן (מנכ"ל)

APPENDIX 3

PERCENTAGE LANGUAGE SKILLS

This appendix contains the computations for the percentages of listening, speaking, reading and writing involved in each cluster.

Some clusters have two sets of computations because some Task Prioritization Forms were received after original computations and had to be added on.

T = total number of responses to variables in the cluster
 T_i = number of task i in the cluster
 V = variables
 R = maximum number of respondents in any task in that cluster

[illegible]

PERCENTAGE LANGUAGE SKILLS
MOS 716

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of respondents in any task in that cluster

FORM	LISTENING	SPEAKING	READING	WRITING
TR + T(V)(R) = %	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
5000000000 10000000000 024-221-0801 024-221-0801	2x5x18=180 14 16 15 12 17 <u>76</u> 422 1800000000	2x2x18=72 8 15 <u>23</u> 319 7200000000	2x3x18=108 3 7 <u>10</u> 185 10800000000	2x4x18=144 16 3 7 <u>8</u> 31 14400000000
	42%	32%	19%	2%
LAND 10000000000 024-221-0801	1x5x17=85 8 6 5 7 8 <u>37</u> 435 1000000000	1x2x17=34 5 4 <u>9</u> 765 3400000000	1x3x17=51 2 7 <u>8</u> 333 5100000000	1x4x17=68 6 2 7 <u>3</u> 10 6800000000
	41%	27%	33%	20%
M16A1 RIFLE 024-221-0801	1x5x22=110 15 13 16 15 15 <u>74</u> 673 1100000000	1x2x22=44 0 5 <u>5</u> 114 4400000000	1x3x22=66 2 1 <u>4</u> 7 106 6600000000	1x4x22=88 13 2 1 <u>1</u> 10 8800000000
	52%	11%	16%	1%

PERCENTAGE LANGUAGE SKILLS
MOS 716

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables
R = maximum number of respondents in any task in that cluster

FORMULA	LISTENING	SPEAKING	READING	WRITING
$TR \div (T)(V)(R) = \%$	-demonstration -lecture -hands-on -performance (test) -rating (scale)	-oral (test) -rating (scale)	-self-paced -written (test) -rating (scale)	-lecture -self-paced -written (test) -rating (scale)
Cluster	5 = 100%	2 = 100%	3 = 100%	4 = 100%
071-314-2104 071-325-440-	245 x 15 = 150 13 10 13 11 14 <u>61</u> 150 / 61.000 407	245 x 15 = 60 0 8 <u>8</u> 60 / 8.000 .133	245 x 15 = 10 0 2 6 <u>8</u> 90 / 8.000 .089	245 x 15 = 10 10 0 2 0 <u>12</u> 120 / 12.000 100
	41%	13%	9%	
111-035-2501	1X5 x 19 = 95 6 7 10 4 <u>7</u> 34 95 / 4.000 358	1X2 x 19 = 38 1 3 <u>4</u> 38 / 4.000 .105	1X3 x 19 = 57 4 5 <u>12</u> 57 / 21.000 .331	1X4 x 19 = 7 7 4 5 <u>12</u> 70 / 21.000 .333
	36%	11%	37%	33%
111-035-2501 111-035-2501 111-035-2501	8X5 x 23 = 720 61 82 112 103 90 <u>448</u> 920 / 448.000 487	8X2 x 23 = 368 22 53 <u>75</u> 368 / 75.000 .201	8X3 x 23 = 552 54 95 144 <u>293</u> 552 / 293.000 .591	8X4 x 23 = 7 82 54 95 <u>110</u> 341 735 / 341.000 215
	47%	20%	21%	21%
		6		

MOS 714

67

APPENDIX 4

OBSERVATION FORMS

The attached forms were taken to the actual training where observers recorded actual training situations and language used in the training. These forms were used to indicate the CONDITIONS for the Job Language Performance Requirements in this MOS.

DOS

PERSON RECORDING

LOCATION
(UNIT/AIT)

SUBJECT

* TASK NUMBER IF KNOWN

Physical Environment of Instruction.

- A. Classroom
- B. Open Areas (live firefield- mark-up terrain)
- C. Large enclosed area (bleacher sites)
(Warehouse size)
- D. Other
- E. Comments:

Styles of Communication Instructor, Verbal or

- A. Formal Speech
- B. Informal Speech
- C. Regional/Ethnic
- D. Body Language
- E. Profanity
- F. Shop talk/slang
- G. Non-standard English
- I. Other

Comments:

Media of Instruction

- A. Films
- B. Video cassettes
- C. Graphic Training Aids (diagrams, etc....)
- D. Illustrations (requiring reading/not requiring reading)
- E. Maps
- F. Mock-ups
- G. Models/Aimulate
- H. Real equipment
- I. Transparencies
- J. Tape cassettes
- K. Training Publications (required/available)
- L. Signs/Notices
- M. P.A. System
- N. Normal Voice
- O. Soldier's Manual
- P. Chalkboard
- Q. Other

Comments:

Mode of Response

- A. Manipulating a piece of equipment/de
- B. Answers (spoken - written)
- C. Signals
- D. Performance
- E. Taking Notes
- F. Teamwork
- G. Other

Comments:

Instructional Ratio

- A. Instructor, one-to-one/class
- B. Peer/one-to-one
- C. Group or Committee Group (group of instructors of whom one teaches one portion of the
- Small (12 or less)
- Large (more than 12)
- D. Other
- E. Comments:

APPENDIX 5

STRUCTURAL/LEXICAL LIST

Attached is the list of
structural and lexical items
for this MOS.
(For discussion, see Section II)

STRUCTURAL ITEMS

SENTENCE PATTERNS

SIMPLE: One subject and one predicate

1. Subject and action verb
Firer aims.
2. Subject and action verb and direct/indirect object
Many things cause burns.
3. Subject and linking verb and subjective complement
This is very important.

COMPOUND: Two or more sentences joined by:

1. Coordinating conjunction

Explain the task and ask the trainees if they understand the task, and the conditions they are expected to perform at the end of the session, the conditions under which they must operate, and the standard they must achieve.

2. Conjunctive adverb

Do not start or stop the vehicle while the radio is on or you may damage the set.

3. Semicolon

A light pressure is exerted on the driving spring when the bolt is forward; however, never attempt to cock the gun while the backplate is off and the driving spring assembly is in place.

COMPLEX: One or more dependent clauses

1. Adjectival (functions as an adjective by modifying nouns and pronouns)

At the bottom of the map you will find three different bar scales which will help you to change map distance to miles, meters, or yards.

2. Adverbial (functions as an adverb by modifying verbs, adjectives, and other adverbs) The mouth-to-nose method is performed in the same way except you blow into his nose while you pinch his lips closed with one hand.

3. Noun (functions as a noun) The person who is performing artificial respiration quickly blows into the casualty's lungs after each five compressions.

5. MANNER

Take deep breath and place mouth around soldier's mouth; then blow forcefully as you observe his chest.

6. TIME

When you have to go a certain distance on foot without any landmarks to guide you, you can measure distance pretty accurately by counting your paces.

Split the bracket until fire for effect is possible.

7. PLACE

Loosen clothing at neck, waist, and other places where it tends to bind.

8. CAUSE

Be careful not to depress the trigger, since this will cause the firing pin to be released.

9. ADVERSATIVE

The casualty has no fractures, but has a bleeding wound.

10. CONDITION

If it isn't, your rifle can still fire, but it could possibly explode, causing you harm.

PHRASES

1. GERUND

(upon) Hearing the correct password, give permission to pass if you have no other reasons to doubt.

2. PARTICIPIAL

Using a straightedge draw a line between the two objects.

3. INFINITIVE

To camouflage exposed skin paint the shiny areas with a dark color.

4. PREPOSITIONAL

Under certain light conditions, front sight ports can be seen, but you can't determine whether you are looking through, above, or to the side of the rear sight aperture.

VERBS

1. VERB TENSES

Make sure you clearly understand the task you are to teach.

--You will be tested.

--If they elect to take it, they must complete the test once they have begun the first event or else they will receive a NO GO for the entire test.

--If the soldier is breathing, mouth-to-mouth resuscitation is not necessary.

--When all 10 pebbles have been moved to the left pocket, you have traveled one kilometer.

--Have someone walk the FDL and determine dead space.

--Sensing is an instantaneous determination by the grenadier as to where the grenade exploded.

present progressive verb
present verb (uninflected, third
person, indicative)
past tense (regular/irregular)
present perfect
future

2. TYPES

intransitive
(You) train for results.

transitive
Mask the casualty.

linking
The skin becomes inflamed.

3. VOICE

active

recognize
protect
is facing
remove
explode
sounds
points out
seen

appear
seek
secure
wear
mask
stored
do require
could affect

has
must be
wipe
rinse
put brush
empty
reassemble
reinstall

GERUNDS

Sensing is an instantaneous determination by the grenadier as to where the grenade explodes with respect to the target.

INFINITIVES

To fire, hold the M16A1 in the rest with your right shoulder firmly against the weapon's butt plate.

ADVERBS +

1. SUPERLATIVE

When such a line of fire exists, the primary sector will be assigned, based on it, with the FDL being the sector limit closest to the friendly troops.

2. INDEFINITE

The launcher has a heavy coat of oil on working parts, and a light coat of oil elsewhere.

3. FREQUENCY

Apply a little graphite grease to the threads of the antenna section for easy removal and to prevent the sections from seizing if they have been rarely removed.

4. OTHER

Assembly procedure for the grenade launcher merely reverses disassembly steps.

5. COMPARATIVE

The care, cleaning, lubrication and adjustment of the mount used with the gun are no less important.

VERBS AND PREPOSITIONS

Line up the key in the receptacle with the slot in the cable connector.

VERBS AND ADVERB

(particles)

Put on the protective mask within nine seconds of the chemical alarm and remain in the contaminated area for at least two minutes without making further adjustments to the mask.

APPENDIX 6

VOCABULARY (DLIELC IN-HOUSE)

The following vocabulary list was extracted from the Soldier's Manual task by task and then categorized into GENERAL, BASIC AND TECHNICAL vocabulary.

NOT APPLICABLE

REF: On 15 MAY 1981 agreement between
TRADOC and DLIELC was reached
that DLIELC In-House Vocabulary
would not be produced for this
MOS.

APPENDIX 7

Appendix 7 is the machine-generated vocabulary list. It was not useful for our purposes. It is included as a vocabulary reference.

HEADQUARTERS

UNITED STATES ARMY, TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

Job No / Proj No

Admin

AUG 21 1980

WF
DLI



712 1/2

71L 1/2

10 AIRCRAFT
3 AIRMAIL

2 4 4 2 2
ALT
AUDIT
AUDITED
AUCITS
AUSTRA

4 AUTHENTICITY
2 AUTHORITY
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JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 71L
ADMINISTRATIVE SPECIALI. (U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER.. 14 JUN 79

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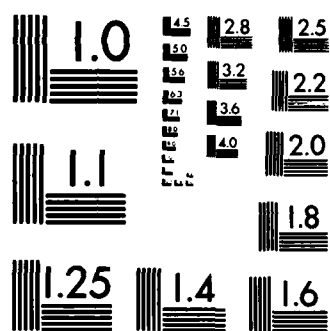
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MICROCOPY RESOLUTION TEST CHART
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1

38	STANCH'S
74	OUT
2	OUTCATED
8	OUTER
	TOTAL

01114-10107

~~UNCLASSIFIED~~
~~CONFIDENTIAL~~

4 PENALTY
4 PENCIL

4 PENDING
4 PEOPLE

4 PER
4 PERFORM

4 PERFORMING
4 PERFORMANCE

4 PERIODIC
4 PERIODICAL

4 PERIODS
4 PERMANENT

4 PERMANENTLY
4 PERMANENTLY BOUND

4 PERMIT
4 PERMITS

4 PERMITTED
4 PERSON

4 PERSONAL
4 PERSONNEL

4 PERSONS
4 PERSONS

4 PICK
4 PIE

4 PIECE
4 PIERCE

4 PINK/GREEN
4 POINT

4 POLICIES
4 POLICY

4 POPULATION
4 POCATION

2 PORTIONS ~~RETURNED~~

6 POSITION
6 POSITIONED
4 POSITIVE

2 POSSIBLE
12 POSSIBLE
2 POST CONDITIONS

106 PCST
2 POST
2 POST
2 POST
2 POST
2 POST

292 POSTAGE
191 POSTAL
10 POSTED
6 POSTER
8 POSTING

2 POSTMARK
4 POSTMARK
4 POSTMARKED
6 POSTMARKING
2 POSTMARKS

39 PCSTMASTER
2 PCSTMASTER/MILITARY
2 PCSTMASTER'S
2 PCSTMASTERS
18 POUCH

2 POUCH
4 POUCH/SACK
2 POUCHES
13 POUCHES

7 POUCHES/SACKS
2 POUCHING
2 POUND
30 POUNDS
2 PU

156 PUB
2 PUBLIC
48 PUBLICATION
2 PUBLICATIONS

8 READINGS
19 READY
4 REASON
4 REASCHABLE
4 REASONS

2 REASSURE
1 REASSURE

2 RECE
2 RECE

190 RECEIPT
22 RECEIPT

30 RECEIPT
120 RECEIVED
6 RECEIVES
16 RECEIVING

5 RECEPTACLE
6 RECEPTACLES
4 RECEPTION

4 RECOGNIZED
2 RECOMMEND
2 RECOMMENDED
85 RECCRD
1 RELCPD/FILE

6 RECORDING
66 RECPS
1 RECREATION

11 RED
89 REFER
54 REFERENCE

6 REFERENCE-SYMBOL
6 REFERENCES

2 REPAIRS
2 REPAIRS
2 REFUSALS
2 REFUSALS

2 REGARDLESS
2 REGARDLESS

2 REGIONAL
2 REGISTRE
4 REGISTERED

4 REGISTERED
2 REGISTERED
196 REGISTERED-MAIL
2 REGISTERED-MAIL

20 REGISTRY
89 REGISTRY
6 REGULAR
18 REGULATION
13 REGULATIONS

8 RELATED
16 RELEASE
12 RELEASED
8 RELEASER
8 REMAINDER

4 REMAINING
1 REMARKS
2 REMEMBER
4 REMINDER
14 REMITTANCE

2 REMITTANCES
2 REMITTED
16 REMOVE
6 REMOVED
17 REMOVING

2 REPACKAGE
22 REPAIR
2 REPAIRING
14 REPEAT
2 REPEATING

2 REPLACING
4 REPLENISH
2 REPLENISH
25 REPLY
2 REPORT CONDITIONS

32 REPORT
2 REPORTED
2 REPORTING
3 REPRODUCE

114

2 REPRODUCED
2 REPUBLIC
4 REPUTABLE

40 REQUEST
20 REQUESTED
4 REQUESTER

32 REQUEST
36 REQUESTS

39 REQUIRE
157 REQUIRED
70 REQUIREMENT
4 REQUIREMENTS

30 REQUIREMENTS
15 REQUIRES
7 REQUIRING
68 REQUISITION

14 REQUISITIONED
0 REQUISITIONS
2 RESC
2 RESCIND
2 RESCINDED

2 RESEARCH CONDITIONS
16 RESEARCH
2 RESEARCHED
6 RESERVE 2

2 RESERVE 3
2 RESERVE
6 RESOLVE
4 RESOLVED
2 RESOURCES

2 RESPONSES
6 RESPONSIBLE
20 RESTRICTED
6 RESTRICTIONS

2 RESTRICTIVE
8 RESULTS
2 RE-SUPPLY
3 RET

2 RETAINING
6 RETAIN
6 RETAINED
2 RETENTION

140 RETURN
1 RETURNABLE
24 RETURNED
3 RETURNING

2 RETURNS
32 REVERSE

44 REVIEW
4 REVIEWED
2 REVISED
2 REVECKE

2 RIBBON
2 RIBBONS
2 RIFLE
10 RIFLING
59 RIGHT

2 RIGHT-MIND
2 RIGHTFULLY
2 RISK
10 ROLL
2 ROOM

4 ROOMS
2 ROTC
3 ROUTE
10 ROUTED
15 ROUTING

4 RUBBER
2 RUBBER-STAMPED
2 RULE
10 RULES
6 RUN

116

[illegible]

117

8 SECRET
6
4
2
SF SECTION

6
4
25
10
2
2
25
674
SF

2
6
22
8
39
SEERING
SELECT
SELECTED
SELF-ADDRESSED
SEND

2
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SENDER
SENDER
SENDER'S
SENDERS'

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2
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16
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SENDPS
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SENSITIVE

34
8
2
42
2
SENT
SENTENCE
SENTIMENTAL
SEPARATE
SEPARATED

9
2
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20
SEPARATELY
SEPARATION
SEPARATIONS
SEPTS
SEQUENCE

20
34
2
14
SERIAL
SERIES
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SERVED

2 SERVI
1 SERVICE
1 ~~SEMANO DNEY~~
2 SERVICE 2
1 SERVICE 3

114 SFAV
2 SERVICE
2 ~~SEMANO DNEY~~
37 SERVICES
1 SERVING

29 SERVING
32 SET
3 SETS
4 SETTER

10 SEVERAL
40 SIDE
4 SIDES
4 SIGHT

40 SIGN
2 SIGNATURE
92 SIGNATURE
25 SIGNED

29 SIGNING
2 SIGNS THE
21 SIGNS
6 SIMILAR
4 SINCE

2 SINCERELY
19 SINGLE
2 SINGLE-ADDRESS
2 SITUATION
6 SIX

2 SIX-PART
96 SIZE
2 SIZES
20 SC
7 SCOTCH

3 SOLDIER'S
4 SCAMS
8 SCAPES
8 SCPECNE
2 SOMETHING

2 SOMETIMES

4 SGN

66 SOP

~~2 SORT~~

8 SORT

8 SORTED

27 SORTING

10 SOURCE

8 SOURCES

~~2 SUB~~

2 SUBACCOUNT

2 SUBCORPSE

10 SUBDIVISION

4 SUBDIVISIONS

62 SUBJECT

2 SUBJECTS

~~2 SUBMIT~~

22 SUBMIT

12 SUBMITTED

6 SUMMITTING

~~6 SUBPARAGRAPH~~

~~6 SUBPARAGRAPH~~

10 SUBPARAGRAPH

6 SUBPARAGRAPHS

12 SUBSEQUENT

2 SUBTRACT

2 SUCCEEDING

33 SUCH

10 SUFFICIENT

2 SUITCASES

2 SUM

76 SUMMARY DOCUMENT

8 SUMMARY

~~2 SUPER~~

2 SUPERIMPOSED

6 SUPERSEDED

2 SUPERSEDES

16 SUPERVISOR

2 SUPERVISOR'S

4 SUPERVISORS

~~2 SUPPLY~~

~~2 SUPPLY~~

8 SUPPLEMENT

37 SUPPLIES

6 SUPPLY

2 TAMPING
50 TAPE
22 TAPES
43 TASK
2 TASKS

2 TAXES

2 TEARING
2 TFCINS: Cal

~~TELECOMMUNICATIONS~~

2 TELEGRAM
6 TELEPHONE
8 TELL

~~TEMPORARILY~~

1 TEMPORARY
2 TEN
2 TENTH
4 TEFMIAL
6 TERMINATED

2 TERMINATION
4 TERMINCLOGY
2 TEST
16 TEXT
2 TERTROCK 7

~~TI~~
30 TIE
2 TIED

24 TIES
74 TIME
7 TIMES

24 TITLE
2 TITLED
10 TITLES
2 TO TABLE

5 TC
12 TCE
20 TOGETHER
6 TOLERANCE

2 TUG
96 TOP
2 TOPIC
98 TOTAL
4 TOTALLY

4 TOUR
10 TURN
2 TURN-IN
4 TURNED
2 TYING

50 TYPE
68 TYPED
20 TYPES
2 TYPEWR

2 TYPEWRIT
44 TYPEWRITER
2 TYPEWRITTEN
28 TYPING

2 USED

2 TYPEWRITING

2 USED

2 USED

12 VALID

9 VALIDATION
2 VALIDITY
1 VALUABLE
2 VALUE
74 VALUE

2 VALUE
2 VARIABLE
2 VARIABLES
8 VARIOUS
6 VARY

5 VAULT
5 VERIFICATION
7 VERIFIED
71 VERIFY
4 VERIFYING

2 VERTICAL
2 VERY
2 VIETNAM
2 VIEW
4 VITAL

4	VCIDEN	
12	VOLUME	
4	VOLUMES	
4	VOUCHER	
20	VCUCHERS	
4	WANT	
2	WANTING	
36	WANTS	
4	WARNINGS	
77	WAS	
2	WASHINGTON	
2	WASTE	
23	WAY	
6	WAYS	
16	WEIGH	
2	WEIGHING	
42	WEIGHS	
70	WEIGHT	
2	WELL	
2	WELL-ORGANIZED	
12	WERE	
2	WI	
2	WIDELY	
4	WIDTH	
220	WILL	
12	WINDOW	
2	WINDOWS	
2	WISH	
2	WISHED	
2	WISHES	
2	WIT	
4	WITH	
293	WITH	
4	WITH MORAW	
4	WITHDRAWN	
90	WITHIN	
26	WITHOUT	
2	WITHSTAND	
48	WITNESS	

63	WCFD	ON
42	WODS	
20	WORK	
4	WELKDAY	
8	WORKING	
6	WOULD	
2	VI	
12	YEAR	
2	YEARLY	
12	YEARS	
2	VEL	
22	VELLCH	
2	YES	
2	YIELDS	
2	YU	ON
236	YU	
205	YUUP	
4	ZEPC	
18	ZIP	
14	ZONE	
4	ZULU	

WORD FREQUENCY DISTRIBUTION

FREQUENCY/WORD

FREQUENCY/WORD

WORD	FREQUENCY	WORD	FREQUENCY	WORD	FREQUENCY	WORD	FREQUENCY	WORD	FREQUENCY
13 TO	870	FOR	690	FORM	674	SEE	371	LINE	371
14 MAIL	585	BE	375	BY	313	NOT	309	POSTAGE	292
15 YGK	299	WITH	296	YOU	254	MONEY	231	WILL	220
16 PARAGRAPH	284	FIGURE	227	PART	207	DATE	189	MAY	183
17 B	227	IF	191	POSTAL	183	RECEIPT	178	BELCH	159
18 LETTER	183	C	172	MORE	154	FILE	152	DOCUMENT	152
19 REGISTERED	172	EACH	140	RETURN	140	SURE	134	MARGIN	134
20 COPIES	155	RECEIVED	129	MAILING	117	REQUIRED	116	SAWF	116
21 PUR	140	SERVICE	114	DUPLICATE	102	MILITARY	106	COMPLTE	112
22 TYPE	129	LAST	104	DISTRIBUTION	92	PERFORMANCE	101	POST	106
23 D	117	WAS	88	FIRST	83	SIGNATURE	92	WITHIN	92
24 COPY	114	RECORD	86	REFER	86	BEGINNING	83	SECOND	99
25 NAME	110	FOUD	85	WATER	82	LINES	89	TOP	95
26 DELIVERY	104	WAS	82	WATER	82	CENTER	84	FORMS	34
27 LOCAL	93	WAS	82	WATER	82	CLERK	82	AUTHORITY	79
28 REGISTRY	88	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
29 AVAILABLE	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
30 DC	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
31 BODY	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
32 MATERIAL	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
33 AUTHORITY	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
34 STANDARDS	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
35 MATTER	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
36 TIME	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
37 HAS	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
38 NUMBERS	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
39 FOLLOWING	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
40 SECTION	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
41 LESS	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
42 2	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
43 4	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
44 PUBLICATIONS	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
45 RIGHT	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
46 EQUIPMENT	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
47 SENT	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
48 LABEL	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
49 CONTROL	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
50 LIST	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
51 SIDE	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
52 7	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
53 4	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
54 BOOK	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
55 REVIEW	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
56 2	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78
57 TASK	86	WAS	82	WATER	82	LENGTH	78	WEIGHT	78

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FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

42	SWF	42	MATERIALS	42	SEPARATE	42	WEIGHS
42	WORDS	42	=* =HMF C 2 =	42	HE	42	9
42	DETERMINE	42	GIVEN	42	REQUEST	42	
39	SEND	39	FORMAT	39	MAKE	39	REQUIRE
39	SEND	39	CONTAINER	39	EQUAL	39	G= 4 73 4 Q5
38	SEND	38	MESSAGE	38	CJNCES	38	PARTS
38	SEND	38	DOES	38	FOLLOW	38	PARAGRAPHS
37	PERSON	37	SERVICES	37	SUPPLIES	37	CAPITALIZATION
36	PERSONS	36	MIX	36	LOWER	36	NUMERICAL
36	REQUESTS	36	SUPERVISOR	36	CAN	36	DAYS
35	HIS	35	LICITING	35	POSTMASTER	35	Y
34	FIFTH	34	IS	34	COMBINED	34	CUSTOMS
34	NUMBERED	34	G= 4 Q5	34	LETTERHEAD	34	LIMITATIONS
34	NUMBERED	34	SERIES	34	WANTS	34	SUCH
32	FILED	32	FORWARD	32	BOY	32	CONTINUATION
32	REPORT	32	REVERSE	32	SET	32	MEET
31	COMMANDER	31	DIRECT	31	HANDLING	31	VERIFY
31	CLUB	31	AUTHORIZATION	31	BASED	31	REGIN
30	CLUB	30	EXCEED	30	PAID	30	RECEIVE
29	REQUIREMENTS	29	TIE	29	3	29	4
29	SUSPENSE	29	BUY	29	DAMAGED	29	FIRP
28	MEMORANDUM	28	14	28	CONTAIN	28	LEAVE
28	TYPING	28	NON-MILITARY	28	PACKED	28	FORITON
27	11	27	WORK	27	12	27	FIXED
27	G* =N > E=6 Z=	27	MAILED	27	NEW	27	SCITING
26	INSURE	26	VERIFY	26	AFTER	26	ASSEMBLE
26	COMPLETELY	26	*K6	26	<	26	CARD
26	FOLLOWS	26	COVER	26	DISPATCHED	26	COCCUMENTS
26	NEED	26	FUNCTIONAL	26	HEADING	26	MACHINE
25	SECURITY	25	PIECES	25	WITHOUT	25	F
25	RETURN	25	LEAST	25	LETTERS	25	REPLY
24	DAY	24	SERVING	25	SIGNED	24	CURRENT
24	KEYSER	24	BOTTOM	24	CERTIFICATE	24	GIRTH
24	PAPERS	24	DDD	24	FACING	24	MARKING
24	TITLE	24	LOSS	24	MILITABILITY	24	TIES
22	FILED	24	RETURNED	24	SEALED	23	SIGNING
22	MEASURE	23	FINAL	23	PERSONAL	22	DEVICE
22	SELECTED	22	5	22	15	22	MARGINS
22	WIDOW	22	LABELS	22	LOCATION	22	SEAL
22	SIGNS	22	RECEIPTS	22	REPAIR	22	TAPES
20	BUY	22	SUMIT	22	SURFACE	22	PERSONNEL
20	DESTINATION	21	YELLOW	21	DIRECTLY	20	R I
20	MAILABLE	20	CANCELING	20	AR	20	CATING
20	REQUESTED	20	FINANCE	20	CASES	20	MADE
20	SEAL	20	MAINTAIN	20	G= F4 Z K4 K J	20	PACKETS
		20	REQUIREMENT	20	NEXT	20	SEQUENCE
		20	50	20	RESTRICTED	20	TYPES
				20	TOGETHER		

WORD FREQUENCY DISTRIBUTION

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD	WORD	FREQUENCY/WORD	FREQUENCY/WORD
19	VOUCHERS	19	BACK
19	ONE	19	HAND
19	READY	18	W4 75
18	COLUMB	18	COURIER
18	DESIGNS	18	DIVIDED
18	111	18	MESSAGEFORM
18	111	18	PER
18	111	18	WAY
18	111	18	LOCATOR
18	111	18	CITY
18	111	18	DECLARATION
18	111	18	FORWARDING
18	111	18	LOST
18	111	18	NONRECEIPT
18	111	18	PERMITTED
18	111	18	RECEIVING
18	111	18	SENSITIVE
18	111	18	LOCKED
18	111	18	SAFE
18	111	18	A
18	111	18	BILLS
18	111	18	CORUS
18	111	18	FULL
18	111	18	MAINTENANCE
18	111	18	NEEDED
18	111	18	REPEAT
18	111	18	VINES
18	111	18	DELIVER
18	111	18	POUCHES
18	111	18	CONDITIONS
18	111	18	BOCKS
18	111	18	COLLECTED
18	111	18	D.T.
18	111	18	DJING
18	111	18	GOVERNMENT
18	111	18	MEANS
18	111	18	PAY
18	111	18	SACKS
18	111	18	VALID
18	111	18	CUTAIN
18	111	18	MONTH
18	111	18	RED
18	111	18	INSURE
18	111	18	AVION
18	111	18	COMPARING
18	111	18	COMMENTS
18	111	18	AIR
18	111	18	CERTAIN
18	111	18	DELIVERED
18	111	18	HEADQUARTERS
18	111	18	CATEGORY
18	111	18	DESCRIPTION
18	111	18	EXAMPLE
18	111	18	POST
18	111	18	POUCH
18	111	18	ZIP
18	111	18	MAIL
18	111	18	CONDITIONS
18	111	18	CCDES 2
18	111	18	EVIDENCE
18	111	18	FCUF
18	111	18	MAILER
18	111	18	PACKAGE
18	111	18	PINK/GREEN
18	111	18	RELEASE
18	111	18	TEXT
18	111	18	AR
18	111	18	NORMALLY
18	111	18	SECURE
18	111	18	7
18	111	18	CASE
18	111	18	DISCLOSE
18	111	18	FUNCS
18	111	18	MERCANDISE
18	111	18	PACKET
18	111	18	REQUISITIONED
18	111	18	IN
18	111	18	DESTROY
18	111	18	22
18	111	18	18
18	111	18	CALLER
18	111	18	COMBINATION
18	111	18	DFSP
18	111	18	EIGHT
18	111	18	PANCRITTEN
18	111	18	MINUTE
18	111	18	POSSIBLE
18	111	18	SUBMITTED
18	111	18	VOLUME
18	111	18	DEPARTMENT
18	111	18	MONTHS
18	111	18	WERE
18	111	18	5
18	111	18	CANCELLATION
18	111	18	CONDUCT

WORD FREQUENCY DISTRIBUTION

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

10 DENIES	10 DISK	10 EXCEPT	10 FACE
10 FACILITY	10 FOLLOWED	10 GUARD	10 GUIDANCE
10 HOW	10 LEVEL	10 LIMITS	10 LOOKING
10 LCG	10 MAJOR	10 MARKINGS	10 MESSAGES
10 UNAVAILABLE	10 PAR	10 PAYEE	10 POSTED
10 REGISTRATION	10 REGULATIONS	10 RIFLING	10 ROLL
10 ACQUED	10 RULES	10 SACK	10 SECURED
10 SILVER	10 SOURCE	10 SUBDIVISION	10 SURPARAGRAPH
10 SUFFICIENT	10 SUPPORT	10 TITLES	10 TURN
10 VARIABLES	9	9	9
9 CUSTODIAN	9 DAILY	9 EVERY	9 HANDLED
9 KEPT	9 METHOD	9 SEPARATELY	9 VALIDATION
8	8	8	8
8 ULE	8 YOU	8 YOUR	8
8	8	8	8
8 THORSE	8 BEYOND	8 CANCELED	8 AFFIX
8 COMPLETENESS	8 COMPONENTS	8 CONTACT	8 COLUMN
8 CONTROLLED	8 COPY-FURNISHED	8 CORRECTLY	8 CONTAINERS
8 DELIVERING	8 DIFFERENT	8 DESCRIBES	8 COVERED
8 DIFFERENCES	8 EXCEEDS	8 DISCIPR	8 DESTROYED
8 EVEN	8 EXCEEDS	8 EXIST	8 DON'T
8 GENERAL	8 HYPHENATE	8 KEYPUNCH	8 FOLDER
8 LUCK	8 MAILROOM	8 MATERIAL	8 LAPSE
8 NOTICE	8 OUNCE	8 OUTER	8 NEATNESS
8 PACELS	8 PARTIAL	8 PARTIALLY	8 PAL
8 PERIOD	8 PERMIT	8 PICK	8 PATRONS
8 PURCHASER	8 READINGS	8 RELATED	8 POSTING
8 REMINDER	8 REQUISITIONS	8 RESULTS	8 RELEASER
8 SECRET	8 SENTENCE	8 SOME	8 SEAMS
8 SLEET	8 SORTED	8 SOURCES	8 SCMEONE
8 SUPPLEMENT	8 SUPPORTED	8 TAKING	8 SUMMARY
8 TELL	8 VARIOUS	8 WORKING	8 TELECOMMUNICATIONS
7	7	7	7
7 LOCALLY	7 MANAGEMENT	7 GCING	7 HIGHER
7 KITCH	7 REQUIRING	7 OVER	7 POUCHES/SACKS
7 TYPE	7 VERIFIED	7 SOCIAL	7 TAKEN
6	6	6	6
6 ARTICLES	6 INCLOSURES	6 ADDITIONAL	6 ALL
6	6	6 INFORMATION	6 INQUIRIES
6	6	6	6 IF
6	6	6 ASK	6 <2 =
6	6	6 A-3	6 BALTIVORE
6 BEGINS	6 BEHIND	6 BOUND	6 BUILDING
6 CANADIAN	6 CAPITAL	6 CARDS	6 CARRIED
6 CASHED	6 CIRCUMSTANCES	6 CITIES	6 CCINS
6 COME	6 COMMAND	6 CONDITION	6 CONDUCTED
6 CONSISTING	6 CONTAINING	6 COUPON	6 COUTESY
6 CUSTODIAN'S	6 DECLARED	6 DEFECTIVE	6 CLEFTED
6 DECKS	6 DIRECTIVE	6 DISCREPANCIES	6 DISCREPANCY
6 DISPATCHING	6 DISPLAYED	6 DIVIDING	6 DIVISION
6 DOCUMENT/CORRESPONDENCE	6 DOUBLE-SPACE	6 DOWN	6 EVEN

[illegible][illegible]

HEADQUARTERS

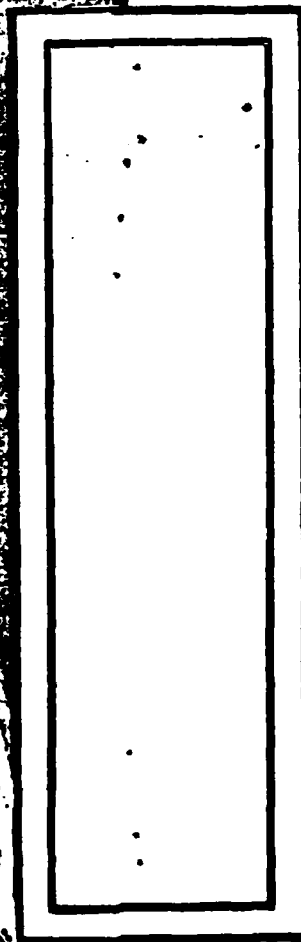
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651

DATA CONTROL NUMBER

Joh No / Proj No

SEP 5 1980



11103 11L SKILL 1 -
Additions

WORDS FREQUENCY DISTRIBUTION 1,399 UNIQUE ITEMS 43,173 REC 5

54	2	B	
51	2	CAMP	
2	1	CAMP-4476-CTD	
1		CAMP/DT0/4476	
3		CAMP/4476/CTD	
4		CAMP	
14		CARDY	
20		GRACE	
2		HAZEL	
2		JEANIE	
41		JF	
2		JR41652	
1		JLO	
7		LISA	
2		M	
2		P	
23		PERSON	
9		PEV	
24		RUSE	
		SALLY	
70		11	V4
1		11	
2		30560	
2		30747	
2		41654	
2		8	YBR
5,4,0		BASED	
2		BASIC	
11		BT	
4		BEFORE	
13		BEGIT	
4		BEGINNING	
2		BEMED	
2		BRANCH	
2		C	
2		UNCOMPLETE	
2		CANCELLATION	
2		CASE	
2		CATALOG	
2		CERTIFIED	
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2		CLAIM	
10		CLAIMS	
2		COLLECT	
2		CL	
		DPLETE	

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15	COMPLETE
2	CONTAINER
2	COORDINATE
5	COPIES
10	COPY
1	CORRESPONDENCE
9	COST
2	COUNT
4	CUSTOMERS
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2	DAMAGE
6	DATE
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1	DELIVERED
1	DESTROY
10	DETACH
52	DETERMINE
1	DISPATCHED
4	DISPOSE
2	DISPOSED
2	DIVISION
9	DO
2	DO
4	DOMESTIC
4	DUPPLICATE
2	FAILURE
2	FEE
3	FILE
4	FILL
4	FIRST
2	FOLD
2	FOLLOW
22	FOR
12	FORWARD
4	GIVE
4	GIVEN
2	GIVER
8	
14	GO
2	HAND-CANCELING
4	HANDLE
15	MAKE
5	NEED

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2	LABEL	
4	LEAVE	
3	LETTERS	
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2	REPAIRED	

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2	RETURNED
2	RETURN
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2	SUIT
2	SUTTING
2	SPACE
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2	STAMP
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2	TEC
2	THE
2	THIRD
2	TIE
2	TIES
2	TIME
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2	WHENEVER
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2	WHITE
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11	CULLECT	
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2	CORING	
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23	HAVE	
2	HELP	
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2	PACKAGE	
2	PERSONALLY	
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2	PREPARE	
6	PREPARED	
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2	PRINTED	
5	PROPERLY	

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2 PS	
2 RECEIPT	
2 REPORT	
2 REQUEST	
2 REQUIRE	
2 REQUIRING	
4 REQUISITIONS	
2 RETAIN	
2 REVIEW	
2 ROUTE	
2 SAFEGUARD	
4 SECURE	
2 SELECT	
2 SF	
9 SIGN	
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2 SLMT	
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954	+	ABBREVIATE		
4	+	ABBREVIATION		
74	+	ABBREVIATIONS		
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43	ADVE			
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2	ADVICES			
7	ABSENT			
2	AC	CB 1		
2	AC	+	CBCOUNTABLE	
2	ACC			
2	ACCI			
2	ACCE			
2	ACCE		XBSS	
0	ACCEPT			
5	ACCEPTABLE			
2	ACCEPTANCE			
2	ACCEPTED	80		
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2	ACCEPTS			
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76	ACCESS			
2	ACCIDENT			
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1	ACCOUNT	STABILITY
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2	ACKNOWLEDGES	
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2	AD- DRESSEE	
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12	ADDING	
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25	AGENT	
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6	AGREES	
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215	ALL	PURPOSE
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46	ALSO	
2	ALTERATIONS	

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2	ALWAYS	
2	APPEND	
3	APP	
2	AND	BURTS-
2	AN	
2	AN	BT
120	AN	
2	AN	
2	AN	BD
2	AN	99D
2	AN	
2	AN	HBD
203	AN	
2	AN	BD
2	AND	AR
2	AND	CB
2	AND	CB 1
1,941	AND	
2	AND/OR	BLANK
47	AND/OR	
2	AND	VRATED
13	ANIMATE	
6	ANIMATE	
4	ANIMATION	
2	ANNOUCE	
4	ANNUALLY	
23	ANOTHER	
4	ANY	
173	ANY	
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2	ANY	VB
2	APC	
22	APUS	
1	APC	
2	APD	B
127	APC	
4	APG-DESTINED	
10	APUS	
6	APPEAR	
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11

[illegible]

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2	ASSIGN/	VBED
2	ASSIGNED	
2	ASSIGNMENT	
2	ASSURE	
2	AT	ARE
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2	AT	OR
2	AT	OR
351	AT	
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23	ATTACHED	IRON
2	ATTENTI	
2	ATTENTION	
11	ATT.	
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1	AWAITING	
4	AWARDS	
2	AV	VERTICLE
2	AW	AND
61	0	
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2	BU	
2	CHANGED	
2	ONE	
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[illegible]

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23	CREDIT	
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2	DNIVERIS	
2	DNUP	
2	DTD	
4	DTG-RELEASE	
2	DTG	DELIVERY

42 E
2 ECONOMICAL
19 EDGE
2 SF J- 3 0 1
7 EFFECTS
2 EFTM
2 EFTMUG
2 ELECTRIC
2 ELECTRICAL
5 ELECTRICALLY
2 ELSE
2 ELSEWHERE
2 ENCLOSED
2 ENCOURAGED
20 END
14 ENDING
2 ENDS
2 ENDS MBGM
2 ENDS XBH
50 ENOUGH
172 ENTER
19 ENTERED
9 ENTERING
6 ENTIRE
21 ENTRIES
18 ENTRY AES
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20 ENVELOPE
10 ENVELOPES
2 ENVIRONMENT
2 ERASED
7 ERROR
2 ERROR GOS
62 ERRORS
10 ESTABLISH
12 ESTABLISHED
2 ESTABLISHED--CONUS
4 ESTABLISHMENT
4 ESTIMATE
12 ETC
9 F
4 FLAP
2 FLAPS
4 FLAT
10 FLATS

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2	FRANCIS	REFER
2	FRANCIS	
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2	FREELY	
2	FREQUENTLY	
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251	FROM	
26	FRONT	
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3	GRAD	
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2	GREATEST	
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2	GREENHICH	
2	GRID	
4	GROSS	
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2	GROUPS	
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4	GULL	
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52	IMPRESSION	
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3	IN-TURN	
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33	INSIDE	
2	INSIDE/OUTSIDE	
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2	INSPECTOR	
3	INSPECTORS	
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3	INSTRUCTIONS	
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19	INSTRUCTIONS 2
2	INSTRUCTIONS 3
73	INSTRUCTIONS
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43	INTERNATIONAL BIOHIAL
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14	INTO
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393	IT

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43	OPERATING	
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890	OR	
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2	PHOTOCOPY	
4	PHOTOSTAT	
3	PHOTOSTATS	
14	PHRASE	
102	PLACE	B 1
1	PLACED	
14	PLACED	
1	PLACED	B

4	PLAIN	
24	PLATE	
3	PLATES	
2	PLA	VOCE
0	PLUS	
2	PRACTICE	
2	PRE	TOSCRIBED
2	PRIC	BBEDE
3	PRECEDE	
13	PRECEDED	
2	PRECEDENCE	
12	PRECLUDE	
2	PRECLUDES	
2	PREFEPAHLY	
2	PREJUD	
2	PREOPERATIONAL	
2	PREPAR	PBE
0	PREPARATION	
44	PREPARE	
2	PREPARED	TO
43	PREPARED	
2	PREPARES	
11	PREPARING	
12	PREPARING-AGENCY	
3	PREPRINTED	
30	PRESCRIBED	
13	PRESENCE	
12	PRESENT	
0	PRESENTED	
2	PRESENTING	
4	PRESS	
13	PRESSURE	
0	PREVENT	
12	PREVIOUS	
3	PREVIOUSLY	
2	PRICE	
4	PRINT	
71	PRINTED	
3	PRINTING	
2	PRINTS	
31	PRIORITY	
2	PRIVATELY	
4	PROBLEM	AURES
2	PRUCED	
0	PROCEDURE	

24	PROCEDURES	BASED	
2	PROCESS		
7	PROCESS	THROUGH	
1	INCESSED		
17	PROCESSED		
22	PROCESSING		
2	PRODUCE		
2	PROHIBIT	VOIDS	
2	PROHIBIT		
4	PROHIBITIONS		
2	PROMOTION		
2	PROPT		
5	PROFITLY		
2	PROOF		
2	PROP	BERLY	
27	PROPER		
67	PROPERLY	AECTIVE	
2	PROT	A 1	
2	PROT		
5	PROTECT		
4	PROTECTED		
10	PROTECTION		
6	PROTECTIVE		
2	PROV	BIDE	
2	PROV*	VOID	
3	PROVILE		
67	PROVILED		
2	PROVINES		
2	PROVILING		
4	PROVISIONS 16		
2	PROVISIONS 3		
2	PROVISIONS		
2	PS	Yd	
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9	R		
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2	SCF		
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9	SCHEMES		
3	SF		
4	SFO-SEA		
2	SH	60W	

47	SHEET	
12	SHEETS	
1	SHIFT	
4	SHIPPED	
6	SHORT	
2	SIGHTAGE	
32	SHOULD	
27	SHOWN	
3	SIGHTING	
45	SHOWN	
2	SHOES	
4	SLICE	
10	SLIP	
8	SLIPS	
6	SLUT	
12	SLOTS	
39	SMALL	
4	SNL	
2	SPA T GRCE	
44	SPACE	
2	SPACED	
34	SPACES	
14	SPACING	
42	SPECIAL	
4	SPECIFIC TYPES	
10	SPECIFIC	
5	SPECIFICALLY	80
2	SPECIFIC	81
2	SPECIFIC	
14	SPECIFIED	
2	SPECIFY	
2	SPECIFYING	
40	SPELLING	
2	SPELL	
32	SPOILED	
5	SSN	
2	ST	VBAMPS
6	ST	
12	STAFF	
2	STAMP	8
42	STAMP	
4	STAMPED	
78	STAMPS	
94	STANDARD	
2	STANDARDIZE	

4	STANDARDS	
5	STANDING	
20	STAPLE	
1	STAPLED	
2	STAPLERS	
2	STAPPLERS	
13	START	
0	STARTING	
19	STATE	
2	STATE- MENT	
2	STATED	
0	STATEMENT	
4	STATEMENTS	
10	STATES	
7	STATUS	
2	STAYS	
2	STEADY	
120	STEP	
2	STEP 11	
4	STEP 12	
2	STEPS	ATHE
2	STEPS	8
100	STEPS	
4	STICKER	
2	SILL	
2	STOCK	CONDITIONS
20	STOCK	
1	STOCKADES	
4	STOCKROOM	
3	STOLEN	
10	STORAGE	
0	STOPE	
4	STORED	
4	STORING	
6	STRAIGHT	
0	STYLE	
2	TC	90
10	TCL	
2	TOA	
2	TH	8 1
2	TH	
2	TH	MDAT
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2 TH VBE
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2 TH BE
2 TH FB 1
2 TH BE

2 TH QUICKNESS

2 TH FBE
2 TH BE
2 TH VB 1

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250 THAT
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57 THEN
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25 THEN
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25 THUSE
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2 THE3 B
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2 THICK

12	THICKNESS	
2	THICK	
43	THRU	
137	THIS	
2	THROUGHLY	
30	THOSE	
2	THOUGH	
2	THW	WBOUGH
44	THREE	
2	THREE-PART	
2	THRU	
61	THROUGH	
6	THROUGHOUT	
10	THRU	
4	THRU/TO	
2	TH9	BE
10	TRACER	
2	TRACER- ACTION	
2	TRAINING	
2	TRANS- MISSIONS	
2	TRANSACTION	
2	TRANSACTIONS	
11	TRANSFER	UED
1	TRANSFER	
7	TRANSFERRED	
1	TRANSFER	
5	TRANSIENT	
0	TRANSIT	
2	TRANS' ISSION	
0	TRANSIT	
10	TRANSITIAL	
2	TRANSMITTED	98
10	TRANSMITTED	
2	TRANSMITTING	
2	TRANSPUR	STATION
2	TRANSPORT	8 1
2	TRANSPORTAT	VDION
10	TRANSPORTATION	
4	TRAVEL	
2	TREAT	
1	TRIPPLICATE CO	
20	TRIPPLICATE	
2	TRY	
4	TS	
2	TSCD	

2	TM	GBO	
2	TMINE		
100	TMU		
2	T4	RME	
2	U		
2	Un	XBIT	
6	UNATTENDED		
2	UNAUTHORIZED		
4	UNAUTHORIZED		
2	UNAVOIDABLE		
2	UNBOUND		
2	UNBROKEN		
2	UNCLAIMED		
4	UNCLAS		
12	UNCLASSIFIED		
13	UNDELIVERABLE		
36	UNDER		
4	UNDERSTANDINGS		
2	UNF	HB 1	
2	UNFI	MBATILAR	
2	UNFAMILIAR		
2	UNIDENTIFIED		
14	UNION		
2	UNIT		
67	UNIT		
1	UNIT/		
2	UNIT/ACTIVITY		
4	UNIT/SECTION		
5	UNITED		
34	UNITTS		
3	UNITTS/ACTIVITIES		
3	UNLOCKED		
24	UNLESS		
2	UNLOCK		
2	UNLOCKE	AD	
6	UNLOCKED		
12	UNNECESSARY		
2	UNNUMBERED		
1	UNOPERED		
34	UNTIL		
14	UNUSEU		
2	UP	BCN	
28	UP		
4	UP-TO-DATE		
14	UPG		

2	UPD	
2	UPPER	
2	U-GENCY	XBE
2	US	TBE
2	US	
25	US	
2	USI	UAPS
2	US*	UPS
147	USE	
201	USED	
2	USERS	
2	USES	
20	USING	
4	USPS PUB	
210	USPS	
2	USUALLY	
10	USAT	BG
2	USC T	BN
2	USC	
2	USC	
2	USC	
132	USC	
2	USC	
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2	USC	
13	USC	
20	USC	
2	USC	
111	USC	
4	USC	
15	USC	
22	USC	
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8	USC	
3	USC	

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WORD FREQUENCY DISTRIBUTION
FREQUENCY/WORD

FREQUENCY/WORD

69 27 THE	5,469	2,409	1,941	AND
19 3. IF	994	977	892	AR
10 10 OK	694	685	607	ARTICLE
12 11 AT	351	340	340	PS
12 12 ARE	251	269	264	ORDER
29 14-1 FROM	241	231	216	ALL
21 15-1 OFFICE	201	197	194	BLOCK
21 16-1 USED	195	173	172	ENTER
107 5 ONE	164	161	157	ONLY
107 6-1 THAT	155	147	135	ORDERS
107 7-1 THIS	124	128	127	APU
107 8-1 WHEN	121	112	111	WHICH
124 9-1 STEP	106	106	106	STEPS
124 10-1 CHAPTER	105	102	100	OTHER
124 11-1 TO	93	90	86	CLAIM
124 12-1 STANDARD	82	82	82	STAMP
124 13-1 L	80	78	77	ADDRESSES
124 14-1 THERE	76	76	74	ABBREVIATIONS
124 15-1 ITEMS	72	70	68	PROPERLY
71 16-1 INSTRUCTIONS	67	64	63	ACCEPTED
67 17-1 PROVIDED	63	62	62	INCHES
67 18-1 WHEN	61	61	61	INCLUDE
67 19-1 SPECIAL	60	60	60	ENVELOPE
67 20-1 THROUGH	54	54	54	TYPE
67 21-1 CLAIMS	52	52	52	INCLOSURES
67 22-1 INFORMATION	50	50	49	AFTER
67 23-1 CAMP	48	48	48	INTERNATIONAL
67 24-1 GROUP	46	46	46	SHOWN
67 25-1 ADDRESS	44	44	44	SPACE
67 26-1 TALK	43	43	43	OPERATING
67 27-1 TIME	42	42	42	OFFICIAL
67 28-1 ACTION	41	41	41	ADDRESSED
67 29-1 ON	39	39	39	ORGANIZATION
67 30-1 APPLY	38	38	38	AGAINST
67 31-1 SMALL	36	36	36	UNDER
67 32-1 POWER	34	34	34	SPACES
67 33-1 ASSEMBLED	33	33	32	CHECK
67 34-1 I	32	32	31	PRIORITY
67 35-1 I	29	29	29	UNLESS
67 36-1 PREPARED	28	28	28	UP
67 37-1 UNIT	27	27	27	ACTIVITY
67 38-1 PREPARED	26	26	26	CLERKS
67 39-1 USING	26	26	26	OBTAIN
67 40-1 SHIP	25	25	25	IMMEDIATELY
67 41-1 FOOT	24	24	24	CLERK
67 42-1 TO	24	24	24	PROCEDURES
67 43-1 ACTION	23	23	23	KNOW
67 44-1 KNOW	22	22	22	INCLUDING

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FREQUENCY DISTRIBUTION
FREQUENCY/OPD

21	ENTRIES	21	ORIGINATOR	21	ORIGINATOR
20	ADDRESSEES	20	CLASSIFICATION	20	CLASSIFICATION
20	STABLE	20	STOCK	20	STOCK
19	INSTRUCTIONS 2	19	ISSUING	19	ISSUING
18	ENTRY	18	IDENTIFY	18	IDENTIFY
18	PRESSURE	18	STATE	18	STATE
18	WRITE	17	PROCESS	17	PROCESS
17	ACTUAL	17	IMPROPERLY	17	IMPROPERLY
17	OPER	17	PROCESSED	17	PROCESSED
16	HAVE	16	LIST	16	LIST
16	APDS	16	ASSEMBLE	16	ASSEMBLE
16	EDGE	16	ENTERED	16	ENTERED
16	STATES	16	TCC	16	TCC
15	PHILE	15	CANDY	15	CANDY
14	SPECIAL	14	ACTIVE	14	ACTIVE
14	ACCOUNTED	14	INCLUDED	14	INCLUDED
14	ENDING	14	SPACING	14	SPACING
14	ORDINARY	14	UNUSED	14	UNUSED
14	UNION	13	CHECKS	13	CHECKS
13	ADMINISTRATIVE	13	START	13	START
13	PLACED	12	NUMBER	12	NUMBER
12	FLIGHT	12	<6	12	<6
12	SIGN	12	ALL-PURPOSE	12	ALL-PURPOSE
12	ADDCG	12	CHAIN	12	CHAIN
12	BRA CM	12	GRADE	12	GRADE
12	ETC	12	MMT	12	MMT
12	ITS	12	PREPARING-AGENCY	12	PREPARING-AGENCY
12	PRECLUDE	12	STAFF	12	STAFF
12	SLOTS	11	BE	11	BE
12	UNNECESSARY	11	INDICATED	11	INDICATED
11	ATT	11	TRANSFER	11	TRANSFER
11	INITIAL	10	DETACH	10	DETACH
10	CCPY	10	ATTACH	10	ATTACH
10	COLLECT	10	ESTABLISH	10	ESTABLISH
10	ENVELOPES	10	OFF	10	OFF
10	INITIATED	10	SLIP	10	SLIP
10	PROTECTION	9	TRANSMITTAL	9	TRANSMITTAL
10	TRACER	9	AGENCIES	9	AGENCIES
9	PREPARE	9	ENTERING	9	ENTERING
9	EFFECTS	8	LETTERS	8	LETTERS
8	FILE	8	5	8	5
8	1	8	ABOUT	8	ABOUT
8	\$400	8	ADDED	8	ADDED
8	ADD	8	ALREADY	8	ALREADY
8	ALL G	8	AREAS	8	AREAS
8	APPROVED	8	ASSIGNED	8	ASSIGNED
8	ASSEMBLY	8	CLASSES	8	CLASSES
8	CHECKLIST	8	INSTALLATION	8	INSTALLATION
8	INDICATES	8	ON-THE-JOB	8	ON-THE-JOB
8	INTERNAL				

173

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FREQUENCY/WORD

FREQUENCY DISTRIBUTION
FREQUENCY/WORD

PROJSTATS	PREPRINTED	PREVIOUSLY	PRINTING
PROVIDE	R	8 SLIPS	STANDARDS
STAPLE	STATEMENT	8 STOLEN	TRANSMIT
WRITING	WRITTEN	7 LISA	TO
456.17	ALLOW	7 APPLIES	CLERKS
PRIN	INK	7 TWA	PROCESS
STATUS	TRANSFERRED	6 COST	DATE
10	POUCH/SACK	6 RESTRICTED	FM
7	CANCEL	6 DA	DOMESTIC
5	MAINTAIN	6 PREPARED	SIGN
6	ACCEPT	6 ACCEPTABLE	ACROSS
6	ALPHABETICAL	6 ALWAYS	AMOUNTS
6	APPEAR	6 APPROVAL	AR 105-31
6	CHARGE	6 CHANGED	CLEAR
6	ELECTRICALLY	6 ENDS	ENTIRE
6	UNIT	6 GRAD	H
6	IMPRINTED	6 INDEXES	INNER
6	INTERSECTION	6 INVESTIGATION	OBTAINED
6	PLUS	6 PREPARATION	PRESENTED
6	PROCEDURE	6 PROTECTIVE	SCHEMES
6	SLUT	6 SPECIFICALLY	ST
6	STARTING	6 STOPS	STRAIGHT
6	TH	6 THROUGHOUT	TRANSIT
6	UNLOCKED	5 COPIES	HOLD
5	SEND	5 THE	DETERMINE
5	ABSENCE	5 INSTRUCTIONS	ONCE
5	PROTECT	5 SSN	TRANSIENT
4	CAMPS	4 BASED	BEFORE
4	CUSTOMERS	4 DISPOSE	DOMESTIC
4	FILL	4 FIRST	GIVE
4	HARDLE	4 PREVIOUS	PROPERLY
4	STAMP	4 STATEMENT	SUBMIT
4	FOR	4 NOTE	PERFORMANCE
4	11	4 14	9
4	COMPLETE	4 FILE	FURNISH
4	REQUISITIONS	4 SECURE	TURN
4	55	4 65	\$300
4	ABBREVIATE	4 ABBREVIATION	ACCOMMODATE
4	AFFECTED	4 AFFIXING	ANNOTATION
4	AKA	4 APO-DESTINED	APPROPRIATELY
4	AWARDS	4 BLACK	CHEAPEST
4	DTG-RELEASE	4 ESTABLISHMENT	ESTIMATE
4	FLAT	4 GRANTIES	GREATER
4	GPM	4 IDEALLY	IMPRINTERS
4	INDORSEE	4 INFO	INFORM
4	INSPECTIONS 3	4 INSTRUCT	INTERMEDIATE
4	INTRACOMMAND	4 ISSUES	ITSELF
4	NOILAH	4 OBTAINING	OCCASIONALLY
4	OLDER	4 OPERATIONS	OPTION
4	ORIGINATING	4 OSPS	OTHERWISE

PHOTOSTAT	4	PLAIN	4	PRECED	4	PRESS	4
PRINT	4	PROBLEM	4	PRODIGIONS	4	PROTECTED	4
PROVISIC IS 16	4	RMO	4	SFO-SEA	4	SHIPPED	4
SLICE	4	SML	4	SPECIFIC TYPES	4	STAMPED	4
STAGMENTS	4	STEP 12	4	STICKER	4	STOCKROOM	4
STUKED	4	STURING	4	THE FUKM	4	THEFT	4
TRAL/TO	4	TRAVEL	4	TS	4	UNAUTHORIZED	4
TRGLAS	4	UNDERSTANDINGS	4	UNIT/SECTION	4	UP-TO-DATE	4
USPS PDR	4	WHICHEVER	4	2	3	CAMP/4476/DTD	3
RECEIVED	3	REMOVE	3	KEEP	3	PS	3
ACCOMPANIED	3	ADVISE	3	DRA	3	INCLOSED	3
INSTRUCTIONS	3	INSTRUCTIONS	3	CAVIOUS	3	PLATES	3
SHOWING	3	SHOWING	3	UNITS/ACTIVITIES	3	UNKNOWN	3
8	2	8	2	CAMP-4476-DTD	2	HAZEL	2
JN41692	2	JN41692	2	4	2	P	2
36747	2	36747	2	41554	2	B	2
BEHIND	2	BEHIND	2	BRANCH	2	YBR	2
CASE	2	CASE	2	CATALOG	2	C	2
COLLECT	2	COLLECT	2	CO	2	UADMPLETE	2
CONTAINER	2	CONTAINER	2	COORDINATE	2	CERTIFIED	2
DAMAGE	2	DAMAGE	2	DELIVER	2	CUMPAE	2
DDO	2	DDO	2	FAILURE	2	COUNT	2
FOLLOW	2	FOLLOW	2	GIVEG	2	DISPOSED	2
LEAVE	2	LEAVE	2	LINE	2	FEE	2
MAIL	2	MAIL	2	MAILER'S	2	HARD-CANCELING	2
NAME	2	NAME	2	MALES	2	LIST% CB	2
UNPAYABLE	2	UNPAYABLE	2	NOTE	2	MAINTAIN	2
PAYEE	2	PAYEE	2	PAYMENT	2	NATURE	2
POSTAGE	2	POSTAGE	2	POSTMARK	2	PAID	2
REGISTERED	2	REGISTERED	2	REGISTRATION	2	PHOTOSTATS	2
REPORT	2	REPORT	2	REQUIRE	2	PROCEDURES	2
ROOM	2	ROOM	2	ROUTE	2	REMEMBER	2
SEE	2	SEE	2	SENDER	2	RESTR	2
SORTING	2	SORTING	2	SPACE	2	SEARCH	2
TIE	2	TIE	2	TIPS	2	SEPARATE	2
TRANSMIT XB 1	2	TRANSMIT XB 1	2	WHENEVER	2	TAKE	2
BASI	2	BASI	2	BEGINNING	2	TIME	2
COLLECT	2	COLLECT	2	COPY	2	WHILE	2
LEASE	2	LEASE	2	LINE	2	BRANCH	2
WARDS	2	WARDS	2	NUMBER	2	FIXED	2
REFER	2	REFER	2	SECTION	2	MAKE	2
13	2	13	2	20	2	NVELOPES	2
380-5	2	380-5	2	41240	2	SORTING	2
CUNTRUL	2	CUNTRUL	2	COUNT	2	21	2
DUU	2	DUU	2	DURING	2	6	2
MI	2	MI	2	HELP	2	DIVIDE	2
MARKED	2	MARKED	2	PACKAGE	2	FROM	2
POST	2	POST	2	PRINT	2	LETTER	2
PS	2	PS	2	REPORT	2	PERSONALLY	2
REQUIRING	2	REQUIRING	2	RETAIN	2	PRINTED	2
						REQUEST	2
						REVIEW	2

APPENDIX 8

ENGLISH LANGUAGE STRUCTURES AND LEXICON

The following list is included as an addition to the structural and lexical list. These structures and lexical items are very basic.

(See Section II for discussion.)

LIST OF LEXICAL AND STRUCTURAL ITEMS FOR ENGLISH LANGUAGE STRUCTURES

Sentences:

- | | |
|------------------|-------------------------|
| A. Declarative | statement |
| B. Interrogative | question |
| | 1. wh- questions |
| | 2. tag questions |
| | 3. yes/no questions |
| C. Imperative | command, polite request |
| D. Exclamatory | exclamation |

Sentence Complexity:

- | | |
|---------------------|---|
| A. Simple | one full subject and predicate |
| B. Compound | two or more independent clauses joined by: |
| | 1. punctuation |
| | 2. punctuation and conjunctive adverb |
| | 3. coordinate conjunction |
| C. Complex | one or more dependent clauses and an independent clause |
| D. Compound-Complex | two or more independent clauses and one or more dependent clauses |

Verbs:

- | | |
|----------------------------|---|
| A. Concord | subject-verb agreement |
| B. Transitive | takes an object |
| C. Intransitive | doesn't take an object |
| D. Copula | to be |
| E. Linking | connectors |
| F. Auxiliaries of tense | will, do, did |
| G. Auxiliaries of modality | should, ought to, must to, have to, have got to, able to, can, may, might, could, would |
| H. Tense | present, past |
| I. Aspect | perfect, progressive |

Verbal Forms:

- | | |
|-----------------------|---------------|
| A. Present Participle | active voice |
| B. Past Participle | passive voice |

Voice:

- | | |
|------------|----------------------------|
| A. Active | subject does action |
| B. Passive | subject does not do action |
| | 1. agent expressed |
| | 2. agent not expressed |

Prepositions:

A. Simple

- | | |
|----------------------------------|------------|
| 1. place | on, in |
| 2. time | in, at, on |
| 3. direction/motion | to |
| 4. manner/agent/
instrument | by, with |
| 5. measurement/
number amount | of |

B. Compound:

according to, because of, by means

Vocabulary:

words from 1100 through 2400 -
Elementary and Intermediate Phase of General
English materials

Special Expressions/Idioms

"knock it off" "can it, buddy"

Verb Combinations

two word verbs