

DOCUMENT RESUME

ED 086 856

95

CE 000 890

AUTHOR Dube, Louise; Pappas, Artemus
TITLE T.O.P.S. Total Office Procedure Systems; Glossary of Key Words. Vocational Reading Power Project, Title III, E.S.E.A.
INSTITUTION Oakland County Schools, Pontiac, Mich.
SPONS AGENCY Bureau of Elementary and Secondary Education (DHEW/OE), Washington, D.C.; Michigan State Dept. of Education, Lansing.
REPORT NO MDE-0671
PUB DATE Nov 72
NOTE 63p.; For related documents, see CE 000 872-889, CE 000 891
EDRS PRICE MF-\$0.65 HC-\$3.29
DESCRIPTORS *Business Education; *Definitions; *Glossaries; *Office Management; *Office Occupations Education; Office Practice; Vocational Education
IDENTIFIERS Elementary Secondary Education Act Title III; ESEA Title III

ABSTRACT

The glossary is one of twenty in various subject areas of vocational education designed to assist the student in vocabulary mastery for particular vocational education courses. They are part of the Vocational Reading Power Project, Title III, E.S.E.A. This glossary is for a course in total office procedure systems. It is divided into two parts: one provides the student with two definitions for each term listed; the second part lists the same words with space for the student's definition. It is intended that upon completion of the course, mutually agreeable definitions for each term will be arrived at by the instructor and the students. These definitions will be made available to future students taking the course. (AG)

Prepared by: Louise Dube and Artemus Pappas,
Instructors Total Office Procedure Systems
Northwest Oakland Area
Vocational Education Center

Vocational Reading Power Project
Title III, E.S.E.A.

Roy J. Butz, Ed.D.

J. Kenneth Cemy, Ed.D.

Jules H. Shrage

Lawrence J. Shepanek

Lynne E. Wick

Both Kobb

Mary Catherine Coyle

Oakland Schools



2100 Pontiac Lake Road
Pontiac, Michigan 48054
313-338-1101

The preparation of this material was
supported by U.S.O.E. Grant: M.D.E. 0671

November, 1972

To The Student

This Glossary of Key Words was prepared to help you in your course. The words that follow were judged by your instructor to be the most important for you to understand.

Directions

The Glossary is divided into two parts. The first part lists the key words at the left side of the page. Across from the key words are two definitions for that word. The "A" definition is more difficult and specific. The "B" definition is easier and more general. During a learning activity, you are to use both definitions to help you understand. After the learning activity, you are to write your definition of the word as you understand it.

The second part just lists words. There is space for you to write your understanding of those words. Also, at the end of the booklet are blank lines. Here, you and your instructor will list and define the words which were left out.

At the end of the course, your definitions and the instructor's definitions will be joined together. These will be printed and given to the students who come after you have graduated. It is hoped that, with your help, the future students of vocational education will be greatly benefited.

RIGHTS RESERVED — NOT FOR PUBLICATION

- a) PRIMARY
- b) SECONDARY

ARO

- a) Abbreviation for, "after receipt of order".
- b) Same.

ACCOUNT

- a) A formal record of the debits and credits relating to the person named (or caption placed) at the head of the ledger account.
- b) A printed form on which money transactions are kept.

ACCOUNT NUMBER

- a) The number assigned to an account to indicate its placement in a ledger.
- b) Same.

ACCOUNTS PAYABLE

- a) Those accounts with creditors.
- b) Those accounts to which money is owed.

ACCOUNTS RECEIVABLE

- a) Those accounts from which money will be received.
- b) Same.

AGENDA

- a) A list, outline, plan of things to be done.
- b) A schedule of business to be covered at a meeting.

ALIGN

- a) To bring into line.
- b) Same.

ALPHA-NUMERIC FILING

- a) A system for filing records in alphabetical sequence with the use of numbers.
- b) Filing records by number with an alphabetic cross-reference file.

ALPHABETIC

- a) In order of the alphabet.
- b) Same.

ALPHABETIZE

- a) To arrange in the order of the alphabet.
- b) Same.

APPLICATION BLANK

- a) A form for obtaining from job applicants the information needed by a company to process a new employee.
- b) A form filled out when applying for a job.

ARO

ACCOUNT

ACCOUNT NUMBER

ACCOUNTS PAYABLE

ACCOUNTS RECEIVABLE

AGENDA

ALIGN

ALPHA-NUMERIC FILING

ALPHABETIC

ALPHABETIZE

APPLICATION BLANK

- a) PRIMARY
- b) SECONDARY

ATTENTION LINE

- a) A line two spaces below the inside address of a letter that indicates the letter should be seen by a specific person.
- b) A notation directing correspondence to a specific person or department.

BACK ORDER

- a) A term to denote materials to be shipped at a later date.
- b) To be shipped later.

BACKSPACE

- a) To move the typewriter carriage or element to the preceding space(s).
- b) To move to the preceding space(s).

BALANCE

- a) Noun: Equality between the totals of the two sides of an account.
Verb: To add up the two sides of an account and determine the difference.
- b) Noun: The amount on hand in an account.
Verb: Determining the amount on hand in an account.

BALANCE FORWARD

- a) To transfer a total from one sheet to another.
- b) Same.

BANK STATEMENT

- a) The record of deposits and withdrawals made during a month and the balance in the depositor's account at that time.
- b) A monthly summary showing current account balance.

BELT

- a) Any encircling or transverse band, strip or stripe.
- b) A device to hold dictated material to be played back on a transcribing machine.

BILLING

- a) An itemized account of indebtedness for goods sold, services rendered, etc.
- b) The typing of invoices.

BI-WEEKLY

- a) Occuring or appearing every two weeks.
- b) Every two weeks.

BOARD FOOT

- a) A unit of measure equal to the cubic contents of a piece of lumber one foot square and one inch thick, used in measuring logs and lumber.
- b) Used for measuring lumber.

ATTENTION LINE

BACK ORDER

BACKSPACE

BALANCE

BALANCE FORWARD

BANK STATEMENT

BECT

BILLING

BI-WEEKLY

BOARD FOOT

- a) PRIMARY
- b) SECONDARY

BODY

- a) The main part of a document as distinguished from the title, preface or appendixes.
- b) The message part of the letter.

BOND

- a) Bond paper.
- b) Strong typing paper.

BOOKKEEPER

- a) One who keeps account books.
- b) Same.

BOUND

- a) Secured within a cover, as a book.
- b) Same.

BROUGHT FORWARD

- a) An amount transferred from a previous page.
- b) Same.

BUDGET

- a) An itemized allotment of funds for a given period.
- b) An estimate for an amount for a future period of time.

C

- a) A hundred dollar bill. Roman numeral C = 100.
- b) 100.

COD

- a) Abbreviation for cash on delivery.
- b) Same.

CWT

- a) Per hundred weight.
- b) Per hundred pounds.

CALCULATE

- a) To ascertain by mathematical methods, compute.
- b) To add, multiply, subtract or divide.

CALENDAR

- a) A list or register especially one arranged chronologically.
- b) A list of appointments by date.

CALL DIRECTOR

- a) A telephone that permits one to answer many lines from one location and allows for transfer of calls and outside calls from this location.
- b) A desk-top switchboard.

BODY

BOND

BOOKKEEPER

BOUND

BROUGHT FORWARD

BUDGET

C

COD

CWT

CALCULATE

CALENDAR

CALL DIRECTOR

- a) PRIMARY
- b) SECONDARY

CANCELLED CHECK

- a) A check that has been paid by the bank and returned to the depositor with his bank statement.
- b) Processed checks returned by the bank.

CAPITALIZE

- a) To write or print with an initial capital or in capitals.
- b) To type with an initial capital or in capitals.

CAPTION

- a) A heading or title, as of a chapter, article or page.
- b) Divisions of the file printed on guide tabs.

CARBON COPY

- a) A duplicate copy made by placing carbonized paper between two or more sheets.
- b) A duplicate copy made by using carbon paper.

CARRIED FORWARD

- a) An amount transferred from a previous page.
- b) Same.

CASH DISCOUNT

- a) A deduction allowed for prompt payment.
- b) Same.

CASH PAYMENTS

- a) A transaction involving the disbursement of cash.
- b) The payment of money.

CASH RECEIPTS

- a) Money, checks received.
- b) Monies received.

CENTER
(Horizontal and
Vertical)

- a) To place or fix at or around a center or central area or position.
- b) To type in the middle.

CERTIFIED MAIL

- a) A method of marking that provides a receipt for the sender and a record of delivery only (with no insurance coverage).
- b) Mailing with a receipt.

CHAIN DISCOUNT

- a) A series of discounts on one amount.
- b) Same.

- a) PRIMARY
- b) SECONDARY

CHECK

- a) (1) To note with a mark as to indicate examination or correctness.
- (2) A written order usually on a standard printed form directing a bank to pay money.
- b) (1) To verify.
- (2) Same.

CHECK REGISTER

- a) The name frequently used to describe the form of the cash payments journal that is used with the voucher system.
- b) A record of checks written.

CHECK STUB

- a) Provided for each check on which information regarding the disbursement is entered at the time the check is written.
- b) Record of checks written and deposits made.

CHECKING ACCOUNT

- a) An account with a bank that permits the depositor to withdraw cash by check.
- b) Account used for withdrawing cash by check.

CIVIL SERVICE

- a) Public service concerned with all affairs not military, naval, legislative, or judicial.
- b) Government (federal, state, county, etc.) employment of civilians.

CLASSIFIED

- a) To arrange or distribute in classes; place according to class.
- b) (1) Phone directory arranged by subject (yellow pages).
- (2) Newspaper ads arranged alphabetically.

CLEAR(ING)

- a) Free from contact with anything that encumbers.
- b) To free a machine of any registered numbers.

CLERICAL

- a) Pertaining to a clerk or copyist or to clerks.
- b) Pertaining to general office work.

CLERK

- a) One employed in an office, shop, etc., to keep records or accounts, attend to correspondence, etc.
- b) Same.

CHECK

CHECK REGISTER

CHECK STUB

CHECKING ACCOUNT

CIVIL SERVICE

CLASSIFIED

CLEAR(ING)

CLERICAL

CLERK

- a) PRIMARY
- b) SECONDARY

CODING

- a) To translate into a code.
- b) Marking the title under which an item will be filed.

COLLATE

- a) To integrate and arrange in order.
- b) Assemble in order.

COLLATOR

- a) To verify the arrangement of, as the sheets of a book after they have been gathered.
- b) A machine which assists in assembling papers.

COLON

- a) A point of punctuation marking off a main portion of a sentence.
- b) Same.

COLUMN

- a) One of the two or more vertical rows of lines of type or printed matter of a page.
- b) A verticle row of numbers or words.

COLUMN HEADING

- a) A title of a vertical row of words or figures.
- b) Same.

COMMISSION

- a) The allowance made to a factor or agent for transacting business for another.
- b) Method of wage earning, usually a percentage.

COMPLEMENT

- a) That which fills up or completes.
- b) That number which when added to another number equals ten or a multiple of ten.

COMPLIMENTARY CLOSE

- a) Written on the second line below the body of the letter, officially ending the correspondence.
- b) A courteous notation signifying the end of the letter.

COMPUTE

- a) To determine by calculation.
- b) Add, subtract, multiply or divide.

CONFIRM

- a) To render valid by formal assent; ratify.
- b) Written approval of a telephone request.

- a) PRIMARY
- b) SECONDARY

CONSTANT

- a) A quantity assumed to be unchanged throughout a given discussion.
- b) A number used continually throughout a calculation.

CONTINUOUS FEED

- a) Labels, forms, paper, etc., easily separated at proper intervals.
- b) Same.

CONTROL CARD
(Account)

- a) A general ledger account or card that summarizes all accounts in a subsidiary ledger.
- b) A summary card (account).

CONVERT

- a) To change into an equivalent of a different nature.
- b) To change a number to a different form without changing the value.

COPY

- a) An imitation, transcript or reproduction of an original work.
- b) Same.

CORRECTED COPY

- a) Retyped or corrected material to specifications.
- b) Copy made available.

CORRECTING ENTRY

- a) Entries made to correct errors.
- b) Same.

CORRECTION FLUID

- a) Liquid brushed on to cover errors.
- b) Same.

COURTESY COPY

- a) Duplicated letter sent for informational purposes.
- b) Carbon copy.

CREDIT

- a) An entry or the total shown on the credit side.
- b) An entry on the right side of an account.

CREDIT BALANCE

- a) When credit entries in an account are greater than debit entries, the account has a credit balance.
- b) When a number is subtracted from a smaller number.

- a) PRIMARY
- b) SECONDARY

CREDIT CARD

- a) An embossed metal or plastic plate that is used to identify a customer who has a charge account.
- b) A charge account card.

CREDIT LIMIT

- a) A pre-established amount to indicate the sales level authorized for a customer.
- b) Allowable sales on account to a customer.

CREDIT MEMORANDUM

- a) A business form that contains a record of the amount of credit granted by the seller for returns, allowances and similar items.
- b) Notation of sales return or allowance on sale.

CROSS REFERENCE

- a) A reference from one part of a book, etc., to a work, item, etc., in another part.
- b) A notation to assist in filing.

CUBIC

- a) Of three dimensions.
- b) Same.

CUMULATIVE

- a) Increasing or growing by accumulation or successive additions.
- b) Successive additions.

CUSHION SHEET

- a) Used as a backing when preparing stencils for a better impression.
- b) Same.

CUT

- a) To trim by clipping, cutting, shearing, pruning, or paring.
- b) Position of file folder tabs.

DATA PROCESSING

- a) The recording, sorting, classifying, calculating, summarizing, and reporting of facts.
- b) The movement of office information.

DATA SHEET

- a) An outline in clear form of the important facts about one's background that will be of value to an employer in determining whether a person is a good candidate for a position.
- b) A summary of job qualifications -- also called a resume.

- a) PRIMARY
- b) SECONDARY

CREDIT CARD

CREDIT LIMIT

CREDIT MEMORANDUM

CROSS REFERENCE

CUBIC

CUMULATIVE

CUSHION SHEET

CUT

DATA PROCESSING

DATA SHEET

- a) PRIMARY
- b) SECONDARY

DATE

- a) To record the date.
- b) Same.

DEBIT

- a) Any entry or the total shown on the debit side.
- b) An entry on the left side of an account.

DECIMAL EQUIVALENT

- a) A fraction stated in decimal form for entry into calculating equipment.
- b) A fraction in decimal form..

DECIMAL

- a) Pertaining to tenths or to the number ten.
- b) A number preceded by (.)..

DECIMAL PLACE

- a) The number of digits following a decimal point.
- b) Same.

DELINQUENT ACCOUNT

- a) An account that has not been paid on time.
- b) Same.

DEPOSIT

- a) To place for safekeeping or in trust.
- b) To put money in a bank account.

DICTATION

- a) The act or manner of uttering words to be written by another.
- b) Words spoken in a rate to be recorded.

DIGIT

- a) Any one of the Arabic figures (0, 1, 2, etc.).
- b) Same.

DIRECT DIALING
(Distance)

- a) A method of placing all phone calls by using the dial on your telephone.
- b) Same.

DIRECTORY

- a) A book or billboard containing an alphabetical list of the names and addresses of people in a city, district, building, etc.
- b) An alphabetical listing of names and phone numbers.

DATE

DEBIT

DECIMAL EQUIVALENT

DECIMAL

DECIMAL PLACE

DELINQUENT ACCOUNT

DEPOSIT

DICTATION

DIGIT

DIRECT DIALING
(Distance)

DIRECTORY

- a) PRIMARY
- b) SECONDARY

DIRECTORY TYPEWRITER

- a) A typewriter which prints in extra large type usually used for speeches.
- b) Same.

DISCOUNT

- a) A deduction made from a gross sum, to deduct from an account, debt, etc.
- b) A deduction.

DISCOUNT RATE

- a) Percentage used to determine a deduction.
- b) Same.

DOMESTIC MAIL

- a) Mail sent within the U. S., its territories and possessions, Army-Air Force (APO) and Navy (FPO) post offices, and also mail for delivery to the United Nations, New York City.
- b) Mail within the United States.

DRAFT

- a) Constituting a preliminary or tentative version, sketch or outline.
- b) A work copy.

DUPLICATE

- a) To make an exact copy.
- b) Same.

DUPLICATOR PAPER

- a) Paper used for the fluid (spirit, liquid) duplicator.
- b) Same.

ELECTRONIC CALCULATOR

- a) A machine that performs mathematical operations electronically.
- b) Same.

ELECTRONIC PRINTING CALCULATOR

- a) A machine that performs mathematical operations electronically and lists computations on tape.
- b) Same.

ELEMENT

- a) A component or constituent part of a whole.
- b) The printing ball on a Selectric Typewriter.

- a) PRIMARY
- b) SECONDARY

EMPLOYMENT AGENCY

- a) A commercial or other bureau which aids in finding jobs with or without charge.
- b) Same.

ENCLOSURE

- a) Something enclosed.
- b) Item sent with a business letter.

ENCLOSURE NOTATION

- a) A notation at the end of a letter to remind the sender to include the enclosure and to alert the addressee to check to see that the material is included in the envelope.
- b) A typed reminder on a letter to indicate something is being sent with the letter.

ENDORSE (MENT)

- a) To write on the back of; specifically to sign one's name as payee on the back of a check in order to obtain the cash or credit represented on the face of the document.
- b) The signature of the payee on the back of a check.

ENTER

- a) To make a beginning or start.
- b) To record.

ENTRY

- a) The act of entering into a record, list, etc.
- b) An item put into or on (a machine, card, etc.).

EXECUTIVE TYPEWRITER

- a) A proportional spacing typewriter which resembles printing in a book.
- b) A typewriter that has varying letter spacing.

EXPENSE REPORTS

- a) An itemized account of travel and/or business expenses.
- b) Business expense report.

EXTEND

- a) To transfer (figures) from one column to another in bookkeeping, invoices, etc.
- b) To multiply quantity by unit price.

FOB (Free on Board)

- a) Indicates the point to which freight is paid by the shipper.
- b) Freight paid by shipper to location shown.

EMPLOYMENT AGENCY

ENCLOSURE

ENCLOSURE NOTATION

ENDORSE (MENT)

ENTER

ENTRY

EXECUTIVE TYPEWRITER

EXPENSE REPORTS

EXTEND

FOB (Free on Board)

- a) PRIMARY
- b) SECONDARY

FILE CABINET

- a) A cabinet in which papers, etc., are arranged or classified for convenient reference.
- b) Drawers to store files.

FICA (Federal Insurance Contribution Act)

- a) Social Security taxes.
- b) Same.

FILE COPY

- a) A duplicate of any document for permanent record.
- b) Carbon copy for permanent record.

FILING (Alpha, Numeric, Geographic, Subject)

- a) A collection of papers so arranged or classified; any orderly collection of papers, etc.
- b) Arranging business papers for reference.

FIXED DECIMAL

- a) A decimal point that remains in the same place throughout a machine computation.
- b) Same.

FLUID (Spirit, Liquid) DUPLICATOR

- a) A duplicating machine that reproduces copy from a carbon master with the use of a special fluid chemical.
- b) A duplicating machine that uses special fluid.

FOLDER

- a) An outer cover, usually a folded sheet of light cardboard, for papers.
- b) A container for papers.

FOLLOW-UP FILE

- a) A file established to call attention to matters on the exact date when action must be taken.
- b) Same.

FOLLOW-UP LETTER

- a) A letter to a prospective employer to remind him of your availability for the position for which he interviewed you.
- b) Same.

FOOTING

- a) Act of adding up a column of figures, the sum total of such a column.
- b) Pencil totals written in small figures.

FILE CABINET

FICA (Federal Insurance
Contribution Act)

FILE COPY

FILING (Alpha, Numeric,
Geographic, Subject)

FIXED DECIMAL

FLUID (Spirit, Liquid)
DUPLICATOR

FOLDER

FOLLOW-UP FILE

FOLLOW-UP LETTER

FOOTING

- a) PRIMARY
- b) SECONDARY

FOOTNOTE

- a) A note or comment at the foot of a page, referring to a specific part of the text on the page.
- b) An explanatory comment at the bottom of a page.

FORM LETTER

- a) A letter composed to respond to many letters of a similar nature.
- b) A duplicated letter in which information may be inserted.

FRINGE BENEFIT

- a) Compensations other than wages received for services.
- b) Insurance, vacations, sick leave, etc., received from an employer.

FULL-KEY ADDING MACHINE

- a) An adding machine with from five to twenty columns of keys ranging in ascending order from 1 to 9, used primarily for addition and subtraction.
- b) An adding machine with several rows of keys used mostly for adding and subtracting.

GROSS

- a) A unit consisting of 12 dozen.
- b) 144.

GROSS AMOUNT

- a) Whole, entire, or total, especially without having been subjected to deduction as for charges, loss, etc.
- b) An amount before deductions.

GUIDE

- a) A mark or the like to direct the eye.
- b) A heavy card for dividing files.

HOLD BUTTON

- a) A button on a telephone used to hold a call while you make or answer another call.
- b) Same.

HOME ROW

- a) The keys on an office machine over which the hands normally are held in order to operate by the touch method.
- b) Machine keys over which your hands rest.

INCOMING CALL

- a) A telephone call from another location.
- b) Same.

FOOTNOTE

FORM LETTER

FRINGE BENEFIT

FULL-KEY ADDING MACHINE

GROSS

GROSS AMOUNT

GUIDE

HOLD BUTTON

HOME ROW

INCOMING CALL

- a) PRIMARY
- b) SECONDARY

INDEX

- a) To enter in an index as a word.
- b) To enter a number into the keyboard of a calculating machine.

INDEXING UNIT

- a) Each part of the name of an individual or company to be considered for filing purposes.
- b) Words or letters to be considered for filing.

INDIVIDUAL FOLDER

- a) A file folder assigned to hold material regarding one individual, company, or firm.
- b) A container holding correspondence regarding one company.

INSIDE ADDRESS

- a) The address of the recipient of a letter typed on the letter itself above the salutation.
- b) Address to where letter will be sent typed on letter.

INTERVIEW

- a) A meeting of persons face to face, especially for formal conference.
- b) Meeting with possible employer.

INVOICE

- a) An itemized bill containing the prices which comprise the total charge.
- b) Bill for goods purchased.

ITINERARY

- a) An account of a journey, a record of travel.
- b) Typed schedule for day's activities.

JOB CLASSIFICATION

- a) Description of duties and skills of jobs by common title.
- b) Job title.

LABEL

- a) A slip of paper or other material, marked or inscribed for affixing to something to indicate its nature, ownership, destination, etc.
- a) To affix a label to; mark with a label.
- b) A small card or tag.
- b) To mark.

INDEX

INDEXING UNIT

INDIVIDUAL, FOLDER

INSIDE ADDRESS

INTERVIEW

INVOICE

ITINERARY

JOB CLASSIFICATION

LABEL

- a) PRIMARY
- b) SECONDARY

LATERAL FILE

- a) A device, as a cabinet, in which papers, etc., are arranged or classified for convenient reference.
- b) An open sliding shelf to hold files.

LEADERS

- a) A row of dots or short lines to lead the eye across a space.
- b)

LEDGER

- a) An account book of final entry containing all the accounts.
- b) A book in which all accounts are kept.

LEDGER CARD

- a) A record of a single account showing entries and balance.
- b) A card with single account record.

LETTER OF APPLICATION

- a) A direct, concise letter in which one states clearly the position in which he is interested for employment purposes.
- b) A letter applying for a job.

LETTER OF TRANSMITTAL

- a) A letter that accompanies materials sent to other persons.
- b) Same.

LETTERHEAD

- a) A sheet of stationery printed or engraved, usually with the name and address of an organization.
- b) Typing paper with the company identification printed on it.

LETTER STYLE (Block, Modified Block)

- a) The placement of a letter on the page.
- b) Same.

LOCAL CALL

- a) A telephone call made within a specified area within your locality set by the phone company.
- b) Calls for which there is no extra charge.

M

- a) Roman numeral - M = 1,000.
- b) Per thousand.

LATERAL FILE

LEADERS

LEDGER

LEDGER CARD

LETTER OF
APPLICATION

LETTER OF TRANSMITTAL

LETTERHEAD

LETTER STYLE (Block,
Modified Block)

LOCAL CALL

M

- a) PRIMARY
- b) SECONDARY

MESC

- a) Michigan Employment Security Commission.
- b) The state of Michigan employment agency.

JOURNAL

- a) A book in which all transactions are entered in systematic form, to facilitate posting in the ledger.
- b) Contains a complete list of all transactions in the order in which they take place.

KEY-DRIVEN CALCULATOR

- a) A machine that performs mathematical operations mechanically.
- b) A calculating machine with rows of keys that register numbers immediately upon depressing keys.

MAILABILITY

- a) The quality or state of being mailable.
- b) A measure to determine if typing is usable.

MAILABLE

- a) Adapted for mailing.
- b) Suitable to be mailed.

MAILING LIST

- a) A list of names and addresses on sheets or cards usually for recurring mailings.
- b) A list to be used for mailing purposes.

MANUAL

- a) Operated by hand.
- a) A small book.
- b) Non-electric.
- b) Same.

MANUSCRIPT

- a) A written or typewritten composition or document as distinguished from a printed copy.
- b) Typed report.

MARKON

- a) Original increase over cost to arrive at the original selling price.
- b) Added to cost of item for profit purposes.

- a) PRIMARY
- b) SECONDARY

- MERIT RATING
- a) Appraisal of work performed for salary purposes.
 - b) Method of determining increase in pay.
- MEMORANDUM, MEMO
- a) An informal record; a written reminder.
 - b) Informal correspondence.
- MEMORY
- a) The mental capacity or faculty of retaining and reviving impressions or of recalling or recognizing previous experiences.
 - b) The device on a calculator to hold an amount for future use.
- METERED MAIL
- a) Postage put on correspondence by a machine.
 - b) Same.
- MIMEOGRAPH
- a) A stencil device for duplicating letters, drawings, etc.
 - b) Ink process duplicating machine.
- MIMEOGRAPH PAPER
- a) Paper used for the mimeograph machine, absorbent and of a more grainy surface than duplicator or bond.
 - b) Paper to be used on mimeograph machine.
- MISCELLANEOUS
- a) Having various qualities or aspects; dealing with various subjects.
 - b) General or various items.
- MISCELLANEOUS FOLDER
- a) A filing folder which is maintained for every alphabetic primary guide and contains documents of more than one person or firm.
 - b) Container for various firms or subjects.
- N/A
- a) Not applicable.
 - b) Does not apply.
- NCR PAPER
- a) A chemically treated paper that makes duplicate copies without the use of carbon paper.
 - b) Treated paper for duplicates without carbon paper.

MERIT RATING

MEMORANDUM, MEMO

MEMORY

METERED MAIL

MIMEOGRAPH

MIMEOGRAPH PAPER
(Mimeo Paper)

MISCELLANEOUS

MISCELLANEOUS FOLDER

N/A

NCR PAPER

- a) PRIMARY
- b) SECONDARY

NET

- a) Remaining after the deduction of all charges, outlay, loss, etc.
- b) After deductions.

NON-ADD KEY

- a) An adding machine key that enters a figure on the tape, but does not register into total amount.
- b) Lists but does not add.

ORGANIZATIONAL CHART

- a) A diagram showing the structure of an organization and the relationship between workers.
- b) Picture showing lines of responsibility and authority within a company.

ORIGINAL

- a) The source or cause from which something arises; a work composed firsthand.
- b) The paper typed on.

OUT GUIDE

- a) A pressboard guide with the word "OUT" printed on its tab to indicate something has been removed from the file.
- b) A card to replace material removed from a file.

OUTGOING CALL

- a) A telephone call to an outside location or party.
- b) A call being placed.

OUTGOING MAIL

- a) Mail sent out.
- b) Same.

OVERDUE

- a) A bill not paid by the assigned date.
- b) A bill not paid on time.

OVERTIME

- a) Time which one works before or after regular working hours.
- b) Time beyond the regular work assignment for which extra hourly wages are paid.

PARCEL POST

- a) Fourth-class mail and used for sending merchandise, books, printed matter, and other bulky material.
- b) Method of sending bulky mail.

NET

NON-ADD KEY

ORGANIZATIONAL CHART

ORIGINAL

OUT GUIDE

OUTGOING CALL

OUTGOING MAIL

OVERDUE

OVERTIME

PARCEL POST

- a) PRIMARY
- b) SECONDARY

PAST DUE

- a) Not taken care of by an assigned date.
- b) Same.

PAYABLE

- a) That is to be paid, due.
- b) Due.

PAYEE

- a) The person or business to whom a check or draft is made payable.
- b) The person to whom a check is made out.

PAYROLL

- a) A roll or list of persons to be paid, with the amounts due.
- b) A listing of all employees to be paid.

PEGBOARD SYSTEM

- a) A standardized system of manual accounting in which a single entry appears on one or more records while only having been written once.
- b) A journal entry posted immediately by use of carbon.

PERCENT OF CHANGE

- a) The difference between two amounts based on the previous or initial, amount, converted to a percent.
- b) Amount of difference divided by previous amount and converted to a percent.

PERCENTAGE

- a) The allowance, rate of interest, discount, etc., on a hundred.
- b) Rate per hundred.

PERSON-TO-PERSON CALL

- a) A long distance call directed to a specific person, room number, extension number or department.
- b) A long distance call where charges begin only when the person is reached.

PERSONAL CALL

- a) Using a business telephone to transact private matters.
- b) Same.

PAST DUE

PAYABLE

PAYEE

PAYROLL

PEGBBOARD SYSTEM

PERCENT. OF CHANGE

✓

PERCENTAGE

PERSON-TO-PERSON CALL

PERSONAL CALL

- a) PRIMARY
- b) SECONDARY

PERSONNEL

- a) The body of persons employed in any work undertaking or service (distinguished from materials).
- b) Employees.

PETTY CASH FUND

- a) A small fund of cash that is kept on hand to provide the money needed for making small payments or for making change.
- b) A cash fund for small payment.

PHOTOCOPIER

- a) A machine that makes duplicates, by a photo process.
- b) A machine that "takes pictures" of documents.

PLACEMENT

- a) Location, arrangement.
- a) Act of employment office or employer in filling a job or position.
- b) Arrangement of typed matter.
- b) Filling a job or position.

POST

- a) To transfer or carry (an entry or item) especially from the journal to the ledger, to enter properly in a book.
- b) To transfer journal items and information to the appropriate account.

POSTDATED

- a) To date (an instrument such as a check or invoice) with a date later than the current date.
- b) To put a future date on something.

POSTSCRIPT (P.S.)

- a) A note or series of notes appended to a completed letter, article, or book.
- b) A short message typed two lines below all other notations.

PRIMARY GUIDE

- a) A major division into which a file system is divided.
- b) A heavy card noting major file divisions.

PROOFREAD

- a) To read and mark corrections.
- b) To check for accuracy.

- a) PRIMARY
- b) SECONDARY

PROOFREADER'S MARKS

- a) Marks used to indicate corrections of a typed or printed document prior to final typing or printing.
- b) Correction marks.

PUNCTUATION
(Mixed, Open)

- a) The act, practice or system of inserting standardized marks or signs in written matter to clarify the meaning and separate structural units.
- b) Marks to clarify meaning and structure of writing.

PURCHASE ORDER

- a) A business form prepared by the buyer that describes the merchandise to be purchased, sometimes used as a contract between the buyer and seller.
- b) A written method of ordering goods or services.

QUANTITY DISCOUNT

- a) A deduction allowed for large purchases.
- b) Same.

QUIRE

- a) A set of 24 uniform sheets of paper.
- b) The unit used in ordering stencils (24 stencils to a quire.)

QUOTE (Quotation)

- a) To name the current price of anything as a commodity, stock, etc.
- b) A list of goods and current prices sent upon request.

REAM

- a) Standard quantity among paper dealers meaning 20 quires or 500 sheets (formerly 480 sheets).
- b) 500 sheets of paper.

RECALL

- a) To call back; summon to return.
- b) The term used to bring a number out of memory in a calculator.

RECEIPT

- a) A writing, acknowledging the taking or receiving of goods or money.
- b) Written proof of payment.

PROOFREADER'S MARKS

PUNCTUATION
(Mixed, Open)

PURCHASE ORDER

QUANTITY DISCOUNT

QUIRE

QUOTE (Quotation)

REAM

RECALL

RECEIPT

- a) PRIMARY
- b) SECONDARY

RECEPTIONIST

- a) A person employed to receive callers; as in an office.
- b) A person who usually receives callers and directs incoming calls.

RECIPROCAL

- a) Corresponding to each other as by being equivalent or complementary.
- b) Used when converting division problems to multiplication problems on adding machines.

RECONCILE

- a) To adjust, settle, to make consistent.
- b) Comparison of check stubs and bank statement.

REIMBURSE

- a) To pay back, repay.
- b) Same.

REFERENCE INITIALS

- a) Initials of the dictator of a letter and/or the typist's initials located below the closing of a letter.
- b) Typist's initials.

REFERENCES

- a) A person to whom one refers for testimony as to one's character, abilities, etc.
- b) Individuals who are willing to give recommendations as to your skills or character for job purposes.

REPEAT KEY (or BAR)

- a) The key on calculation equipment that repeats an indexed number in a calculation.
- b) Same.

REPLENISH

- a) To fill again especially after having been emptied.
- b) To replace cash in the petty cash fund for bills paid.

REPORT

- a) To make a written record or summary.
- b) Manuscript.

RECEPTIONIST

RECIPROCAL

RECONCILE

REIMBURSE

REFERENCE INITIALS

REFERENCES

REPEAT KEY (or BAR)

REPLENISH

REPORT

- a) PRIMARY
- b) SECONDARY

REQUISITION

- a) Formal application made by one officer or department to another for things needed in the service or business.
- b) To order.
A form used for placing orders through the purchasing department.

RESUME

- a) A summary; a summing.
- b) Another word for data sheet, a summary of job qualifications.

RETAIL PRICE

- a) The price of goods to the consumer.
- b) Same.

RETURN RECEIPT REQUESTED

- a) Evidence of delivery of registered mail.
- b) Mail delivered with proof of delivery.

RIBBON

- a) A bank of material charged with ink, or supplying ink, for the impression in a typewriter.
- b) Inked band for typewriters for calculation equipment.

ROUGH DRAFT

- a) A first attempt to get thoughts down on paper where they can be edited and improved.
- b) A typed copy that may be revised but will always be retyped for final copy.

ROUTING SLIP

- a) A tag or slip attached to correspondence or other material to direct it to an individual or individuals.
- b) A tag or slip listing individuals to receive material.

SALUTATION

- a) The word or phrase of greeting (as Gentlemen or Dear Sir) that conventionally comes immediately before the body of a letter.
- b) A greeting to person receiving a letter.

SECOND SHEETS (Tissue)

- a) Thin paper used for carbon copies.
- b) Same.

SECONDARY GUIDE

- a) Subdivisions of the primary guides and are used to highlight certain types of information.
- b) A heavy card indicating a subdivision within a primary division.

REQUISITION

RESUME

RETAIL PRICE

RETURN RECEIPT
REQUESTED

RIBBON

ROUGH DRAFT

ROUTING SLIP

SALUTATION

SECOND SHEETS
(Tissue)

SECONDARY GUIDE

- a) PRIMARY
- b) SECONDARY

SELECTRIC TYPEWRITER

- a) A typewriter that has no type bars; it has a printing head the size and shape of a golfball, and no carriage; the unit that carries the printing head moves across the paper.
- b) An electric typewriter with no moveable carriage.

SEMICOLON

- a) A mark of punctuation used to indicate a more distinct separation between parts of a sentence than that indicated by a comma.
- b) ;

SEMIMONTHLY

- a) Coming or made twice in a month.
- b) Twice a month.

SENIORITY

- a) Priority or precedence in age or service.
- b) Length of service.

SEPARATE COVER NOTATION

- a) Indicates that items have been sent separately from the letter.
- b) Same.

SHORTHAND

- a) A method of rapid handwriting using extremely simple strokes in place of letters often with other abbreviating devices.
- b) Method of writing by symbols representing basic sounds.

SNAP-OUTS

- a) Ready made carbon packs, usually forms, bound and perforated at one end.
- b) Pre-assembled carbon packs.

SOCIAL SECURITY NUMBER

- a) A permanent number assigned to each individual for identification purposes in employment and retirement.
- b) Same.

SORTING

- a) To arrange according to sort, kind, or class; separate into sorts, classify.
- b) Process of arranging records prior to filing.

SELECTRIC TYPEWRITER

SEMICOLON

SEMIMONTHLY

SENIORITY

SEPARATE COVER
NOTATION

SHORTHAND

SNAP-OUTS

SOCIAL SECURITY NUMBER

SORTING

- a) PRIMARY
- b) SECONDARY

SPACING

- a) The fixing or arranging of spaces.
- b) Area between typed words and lines.

SPECIAL DELIVERY

- a) Mail given immediate delivery from the post office to the addressee.
- b) Same.

SPIRIT MASTER

- a) A special glossy sheet of paper fastened to a backing sheet coated in carbon containing a reproducing dye for reproducing type on a fluid duplicating machine.
- b) The original sheet for duplicating on a fluid duplicator.

SPREAD

- a) To extend over a greater or a relatively great area, space, or period (often followed by "out") "to spread out handwriting."
- b) To space out.

SQUARE

- a) To find the equivalent of in square measure.
- b) Two dimensions.

STATEMENT

- a) An abstract of an account as one rendered to show the balance due.
- b) A form that shows the balance of a customer's accounts.

STATION-TO-STATION CALL

- a) A long distance call where charges begin immediately after the phone is answered.
- b) Same.

STATISTICAL

- a) Of, relating to, or dealing with statistics.
- b) Dealing with numbers.

STENCIL

- a) A thin sheet of cardboard or metal cut through in such a way as to reproduce a design or ornament when color is rubbed through it.
- b) A waxed sheet used for the mimeograph method of duplicating (ink process).

SPACING

SPECIAL DELIVERY

SPIRIT MASTER

SPREAD

SQUARE

STATEMENT

STATION-TO-STATION CALL

STATISTICAL

STENCIL

- a) PRIMARY
- b) SECONDARY

STENOGRAPH OR
STENOTYPE

- a) A keyboard instrument resembling a typewriter used in a system of phonetic shorthand.
- b) Machine shorthand.

STENOGRAPHER

- a) A person who specializes in taking dictation or in reporting.
- b) One who is required to use shorthand in her work.

STORE

- a) The state of being stored up, on hand, or in reserve.
- b) To file.

STRIKE A BALANCE

- a) To determine a balance.
- b) Same.

STRIKEOVER

- a) An act or instance of striking a typewriter character on a spot already occupied by another character.
- b) To type two letters in one space.

STYLUS

- a) A pointed instrument for writing on wax or other suitable surfaces.
- b) A tool for handwriting or drawing on a stencil.

SUBJECT LINE

- a) A means of headlining a key idea of the letter sometimes referred to as RE.
- b) A notation after the salutation of a letter in which the main topic of the letter is stated.

SUBSTITUTION CARD

- a) A tabbed card, usually colored, placed in a folder when single documents are borrowed. The word "OUT" is usually printed on the tab.
- b) A card placed in a file when a document is removed.

SUBTITLE

- a) A secondary or subordinate title of a literary work, usually of explanatory character.
- b) The second line of a title, usually giving additional meaning to the title.

- a) PRIMARY
- b) SECONDARY

SUBTOTAL

- a) An interim or cumulative amount to which additional amounts may be added.
- b) A cumulative total to which more may be added.

SUPERVISOR

- a) One who supervises; a superintendent.
- b) One who directs work of another.

SYLLABLES

- a) A segment of speech uttered with a single impulse of air pressure from the lungs, and consisting of one sound of relatively great sonority.
- b) The parts of a word used for word division.

TAB

- a) A small flap, strap, loop, or similar appendage.
- b) A place on which to put a tag or label such as on a file folder.

TABLE

- a) An arrangement of words, numbers, or signs or combinations of them, as in parallel columns, to exhibit a set of facts or relations in a definite, compact, and comprehensive form.
- b) Material arranged in columns.

TABLE OF CONTENTS

- a) A list of items in a body of material listed by page number.
- b) Same.

TABULATION

- a) In tabular form.
- b) In columns.

TAKE HOME PAY

- a) The amount of net wages earned.
- b) Wages after deductions.

TAPE

- a) The ribbon of white paper on which a ticker prints quotations or news.
- b) The roll of paper on calculation equipment that lists the amounts and the calculation involved.

TARE

- a) The weight of a vehicle without cargo, passengers, etc.
- b) Basic weight of a vehicle.

SUBTOTAL

SUPERVISOR

SYLLABLES

TAB

TABLE

TABLE OF CONTENTS

TABULATION

TAKE HOME PAY

TAPE

TARE

- a) PRIMARY
- b) SECONDARY

TELEPHONE MESSAGE FORM

- a) A preprinted form that has spaces for common information regarding phone messages.
- b) A form for recording phone messages.

TEN-KEY ADDING MACHINE

- a) A calculation machine that has keys from 1 - 9 and one or more zero keys used mostly for adding and subtracting.
- b) An adding machine consisting of 10 basic keys that is easily operated by the touch method.

TERMS

- a) Propositions, limitations or provisions stated or offered for the acceptance of another and determining the nature and scope of the agreements; conditions.
- b) The payment and discount provisions on an invoice.

TICKLER

- a) A memorandum book or the like kept to refresh the memory as to appointments, payments due, etc.
- b) A reminder file.

TIME-AND-A-HALF

- a) The term used for overtime compensation.
- b) Regular hourly wages plus 1/2 of that rate for each hour worked overtime.

TITLE

- a) An appellation of dignity, honor, distinction or preeminence attached to a person or family by virtue of rank, office, precedent, privilege, attainment or lands.
- b) (1) Job description or classification.
(2) The heading on written material.

TOUCH-TONE TELEPHONE

- a) A telephone with buttons rather than a dial system.
- b) Push-button phone.

TRACE

- a) To ascertain by investigation; find out; discover.
- b) To search for.

TRANSCRIBE

- a) To make a copy of (dictated or recorded matter) in longhand or on a typewriter.
- b) To type from shorthand notes or machine dictation.

TELEPHONE MESSAGE FORM

TEN-KEY ADDING MACHINE

TERMS

TICKLER

TIME-AND-A-HALF

TITLE

TOUCH-TONE TELEPHONE

TRACE

TRANSCRIBE

- a) PRIMARY
- b) SECONDARY

TRANSCRIBING MACHINE

- a) A machine equipped with earpieces or headsets and plays dictated matter at a speed that allows a typist to transcribe letters and other materials into final form.
- b) Same.

TRAVEL ADVANCE

- a) An amount of money given to an employee who is to travel on company business to be used for his expenses.
- b) Money given before a business trip for expenses.

UPS (United Parcel Service)

- a) A method of sending parcels and packages other than U. S. mail.
- b) Same..

UNDERSCORE

- a) Verb: To mark with a line or lines underneath; underline.
Noun: A line drawn beneath something written or printed.
- b) To underline.

UNIT COST

- a) Price per item.
- b) Same.

UNIT PRICE

- a) Cost per item.
- b) Same.

VERIFY

- a) To ascertain the truth or correctness of, especially by examination or comparison.
- b) To check for accuracy.

VERTICAL FILE

- a) A device, as a cabinet, in which papers, etc., are arranged or classified for convenient reference.
- b) A filing cabinet with pull-out drawers as opposed to pull-out shelves.

VIA

- a) By way of.
- b) Same.

TRANSCRIBING MACHINE

TRAVEL ADVANCE

UPS (United Parcel[™]
Service)

UNDERScore

UNIT COST

UNIT PRICE

VERIFY

VERTICAL FILE

VIA

- a) PRIMARY
- b) SECONDARY

VOIDING CHECK

- a) Writing the word "void" across the face of the check and the stub to indicate that the check and stub are not to be used; then filing the voided check into the cancelled-check file.
- b) Properly marking a check that is not to be used for any reason.

VOUCHER

- a) Any receipt or the like showing payment of a debt. The form for summarizing a transaction, listing the accounts to be debited, and for recording approvals needed for making a disbursement.
- b) A form that provides authority for a bookkeeping transaction.

WAGE

- a) That which is paid for work or services, as by the day or week; hire; pay.
- b) Earnings.

WHOLE NUMBER

- a) Any number of one or more.
- b) Same.

WHOLESALE PRICE

- a) The cost of goods to the retailer.
- b) Same.

WORD DIVISION

- a) Properly dividing words in order to have even right margins on a typed page.
- b) Same.

WITHHOLDING TAX

- a) Any amount deducted from wages in order to remit to federal or state tax collecting agencies.
- b) Same.

ZIP CODE

- a) A 5-digit number that represents a post office, typed after the state name.
- b) A 5-digit number to assist the post office in routing mail, typed after the state.

VOIDING CHECK

VOUCHER

WAGE

WHOLE NUMBER

WHOLESALE PRICE.

WORD DIVISION

WITHHOLDING TAX

ZIP CODE

DOCUMENT RESUME

ED 086 857

95

CE 000 891

AUTHOR Brunt, James G.
TITLE Welding; Glossary of Key Words. Vocational Reading Power Project, Title III, E.S.E.A.
INSTITUTION Oakland County Schools, Pontiac, Mich.
SPONS AGENCY Bureau of Elementary and Secondary Education (DHEW/OE), Washington, D.C.; Michigan State Dept. of Education, Lansing.
REPORT NO MDE-0671
PUB DATE Nov 72
NOTE 106p.; For related documents, see CE 000 872-890
EDRS PRICE MF-\$0.65 HC-\$6.58
DESCRIPTORS *Definitions; *Glossaries; *Industrial Arts; *Technical Education; Vocational Education; *Welding
IDENTIFIERS Elementary Secondary Education Act Title III; ESEA Title III

ABSTRACT

The glossary is one of twenty in various subject areas of vocational education designed to assist the student in vocabulary mastery for particular vocational education courses. They are part of the Vocational Reading Power Project, Title III, E.S.E.A. This glossary is for a course in welding. It is divided into two parts: one provides the student with two definitions for each term listed; the second part lists the same words with space for the student's definition. It is intended that upon completion of the course, mutually agreeable definitions for each term will be arrived at by the instructor and the students. These definitions will be made available to future students taking the course. (AG)

ED 096837

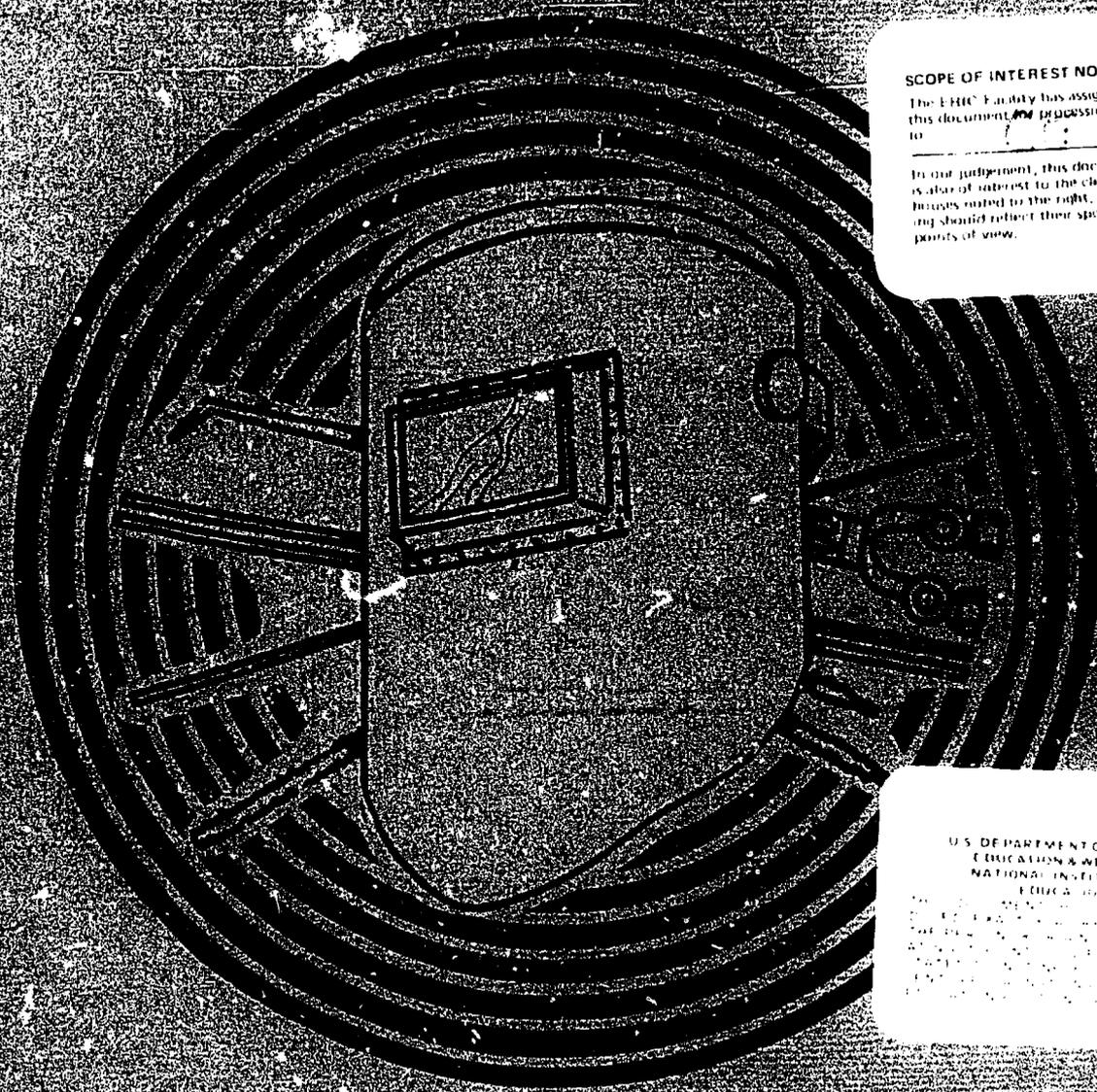
WELDING

Glossary of Key Words

SCOPE OF INTEREST NOTICE

The ERIC Facility has assigned this document the processing to

In our judgement, this document is also of interest to the clearinghouses noted to the right. Indexing should reflect these special points of view.



U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

ED 096837

Vocational Reading Power

E.S.E.A. Title III



Prepared by: James G. Brunt,
Instructor Welding
Southeast Oakland Area
Vocational Education Center

Vocational Reading Power Project
Title III, E/S/E-A
Roy J. Butz, Ed.D.
J. Kenneth Carny, Ed.D.
Jules H. Shrage
Lawrence J. Shepanek
Lynne E. Wick

Ruth Kobb
Mary Catherine Covia

Oakland Schools



2100 Pontiac Lake Road
Pontiac, Michigan 48054
313-338-1101

The preparation of this material was
supported by U.S.O.E. Grant: M.D.E. 0671

November, 1972

To The Student

This Glossary of Key Words was prepared to help you in your course. The words that follow were judged by your instructor to be the most important for you to understand.

Directions

The Glossary is divided into two parts. The first part lists the key words at the left side of the page. Across from the key words are two definitions for that word. The "A" definition is more difficult and specific. The "B" definition is easier and more general. During a learning activity, you are to use both definitions to help you understand. After the learning activity, you are to write your definition of the word as you understand it.

The second part just lists words. There is space for you to write your understanding of those words. Also, at the end of the booklet are blank lines. Here, you and your instructor will list and define the words which were left out.

At the end of the course, your definitions and the instructor's definitions will be joined together. These will be printed and given to the students who come after you have graduated. It is hoped that, with your help, the future students of vocational education will be greatly benefited.

"Rights reserved - not for publication"

A/C

- a) That kind of electricity which reverses its direction of electron flow regularly and periodically. The period of alternating depends upon the cycle of current. For 60-cycle current, the current goes in one direction and then in the other direction 60 times in the same second so the current changes its direction 120 times in one second.
- b) A kind of electric current used in welding. It is used to operate machines designed to run on this type of current.

ACETYLENE

- a) Gas composed of two parts of carbon and two parts of hydrogen. When burned in an atmosphere of oxygen, it produces one of the highest flame temperatures obtainable.
- b) A gas commonly used for welding and cutting. It burns to produce one of the hottest flames.

ADHESION

- a) A condition in a weld resulting from imperfect fusion of the edges to be joined. It is caused by the adding of molten metal onto metal already solidified or to the lack of fluidity in the molten bath constituting the weld with the results that fusion is not attained.
- b) To stick or cling.

ALLOY

- a) An intimate mixture of two or more metals.
- b) An alloy steel is a steel to which one or more special elements has been added. The addition of these elements gives steel greater physical properties.

ANNEALING

- a) Softening metal by heat treatment. This most commonly consists of heating the metal up to a critical temperature and then cooling them slowly.
- b) A way to soften metal by heating and slow cooling.

BACKFIRE

- a) A short "pop" of the torch flame followed by the extinguishing of the flame or continued burning of the gases.
- b) When the flame goes out with a loud "pop".

BEVEL

- a) An angling of a metal edge where welding is to take place. This may be a straight edge surface or a J-shaped edge surface.
- b) An edge preparation used on thick metal. The edges are cut off on an angle to make the metal thinner for melting when welding.

A/C

ACETYLENE

ADHESION

ALLOY

ANNEALING

BACKFIRE

BEVEL

- a) PRIMARY
- b) SECONDARY

- BRAZE
- a) Making an adhesion groove, fillet or plus connection with a brazing alloy.
 - b) A connection made on metal parts that does not require the base metal to melt.
- BRAZING
- a) Making an adhesion connection with a minimum of alloy which melts above 800 degrees Fahrenheit and which flows by capillary between close-fitting parts.
 - b) A group of joining processes for connecting metal parts that does not melt the metal.
- BUILDUP
- a) Amount a weld face extends above the surface of the metals being joined.
 - b) Adding layer on layer of weld metal so as to make the metal thicker.
- CAPILLARY
- a) Property of a liquid to move into small spaces if it has the ability to "wet" these surfaces.
 - b) Liquid being able to move uphill against the forces of gravity.
- CHAMFER
- a) The contour prepared on the edge of a member for welding.
 - b) To put a sloping edge or step on a piece of metal.
- CIRCUIT
- a) A closed loop or returning to the starting point.
 - b) A path along which electricity can flow.
- CLASSIFICATION
- a) To arrange in class.
 - b) To be able to identify.
- COATED ELECTRODE
- a) A metal rod used in arc welding which has a covering of materials to aid arc welding process.
 - b) Metal rods covered with a material that burns off during welding. The burning makes a gas that protects the melted metal.
- COHESION
- a) Intimate mixing of molten metals.
 - b) United together as one.
- CONDUCTOR
- a) A material or substance which allows an electric current to flow through it.
 - b) A material along which a path of electricity flows.
- CRACKING
- a) Opening and closing the valve quickly.
 - b) Blowing dust or dirt out of a valve.
- CRATER
- a) A depression in the face of a weld, usually at the termination of an arc weld.
 - b) The low spot in the weld bead end.

BRAZE

BRAZING

BUILDUP

CAPILLARY

CHAMFER

CIRCUIT

CLASSIFICATION

COATED ELECTRODE

COHESION

CONDUCTOR

CRACKING

CRATER

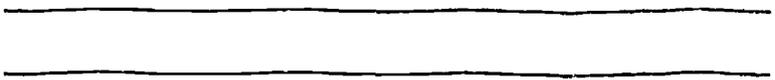
- a) PRIMARY
- b) SECONDARY

- CYLINDER
- a) A portable cylindrical container used for transporting and storage of a compressed gas.
 - b) A container used to hold gases used in welding.
- D/C
- a) Electrons in a current moving in the same direction all times.
 - b) That kind of electric current which flows only in one direction.
- DISTORTION
- a) Warping a structure.
 - b) Twisting or bending of metal so that it is out of a wanted shape.
- DOWNHAND
- a) A horizontal weld on the upper side of a horizontal surface.
 - b) Flat position welding.
- DRAG
- a) The amount by which the bottom of the cut lags behind the top.
 - b) When cutting with a torch, the bottom of the metal does not melt off as fast as the top of the metal. The distance between the metal being cut on the top and bottom is called drag.
- EDGE JOINT
- a) Joint formed when two pieces of metal are lapped with at least one edge of each at an edge of the other.
 - b) A joint between the edges of members laying side by side.
- ELECTRODE
- a) A substance which brings electricity up to the point where the arc is to be formed; in other words, it is the material immediately adjacent to the arc proper and the one which carries the current to this point. In electric arc welding, the electrode is usually melted and becomes a part of the weld.
 - b) A metal that permits electricity to flow through it. This metal may burn off and become part of the weld.
- ELECTRODE HOLDER
- a) A device used for holding the electrode mechanically.
 - b) A holder is a handle-like tool that holds the electrode during welding. The handle is attached to the welding machine by a cable.
- FILLET
- a) Weld metal in the internal vertex, or corner, of the angle formed by two pieces of metal, giving the joint additional strength to withstand unusual stresses.
 - b) A weld deposit used to join pieces of metal.

CYLINDER



D/C



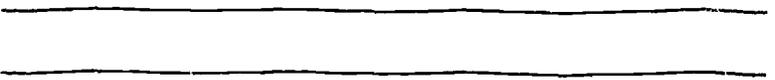
DISTORTION



DOWNHAND



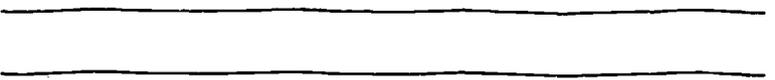
DRAG



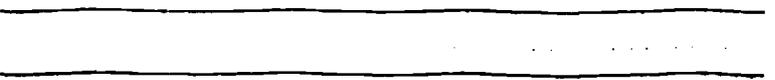
EDGE JOINT



ELECTRODE



ELECTRODE HOLDER



FILLET



- FILTER
- a) A specially treated glass through which a welder may look at an intense flame without being injured by the harmful rays or glare, radiating from this flame.
 - b) A colored glass used in goggles, helmets and hand shields to exclude harmful light rays.
- FLASH
- a) The molten metal which is expelled or which is squeezed out by the application of pressure and solidifies around the weld.
 - b) That metal which is not needed to make a weld when resistance welding. It is pushed out of the weld joint when pressure is applied.
- FLASHBACK
- a) A recession of the flame into or back of the mixing chamber of the torch.
 - b) A burning flame inside the torch.
- FLUX
- a) A chemical used to promote fusion of metals during a welding process.
 - b) A cleaning agent.
- FUSION
- a) Intimate mixing of molten metals.
 - b) The melting together of the filler metal and the base metal.
- GAS POCKET
- a) Cavities in weld metal caused by entrapped gas.
 - b) Porosity.
- GOUGING
- a) Cutting a groove in the surface of a metal using a gas-cutting torch or an arc-air cutting outfit.
 - b) Metal removal using electricity.
- GROOVE WELD
- a) A welding rod fused into a joint which has the base metal removed to form a V, U, or J trough at the edge of the metal to be joined.
 - b) A weld made in the groove between two members to be joined.
- HARDNESS
- a) Property of metals rendering them resistant to the action of cutting tools.
 - b) The ability to resist penetration by another metal.
- HEAT-AFFECTED ZONE
- a) That part of the base metal which has been altered by the heat from the welding, brazing or cutting operation.
 - b) The metal on both sides of the weld bead. It is raised to a very high temperature during welding. The sudden raise in temperature and cooling may leave this metal with less strength than the weld metal.

FILTER

FLASH

FLASHBACK

FLUX

FUSION

GAS POCKET

GOUGING

GROOVE WELD

HARDNESS

HEAT-AFFECTED ZONE

- a) PRIMARY
- b) SECONDARY

HELIUM

- a) An inert gas used extensively for inflating balloons because of its lightness, it is next to hydrogen in this respect, and it is non-inflammable. Its non-inflammable characteristics make it an important gas for use in the arc welding of magnesium.
- b) A gas used to shield the molten weld pool and the tungsten electrode when T.I.G. welding.

HELMET

- a) A protecting hood which fits over the arc welder's head, provided with a lens of safety glass through which the operator may safely observe the electric arc.
- b) A device mounted on the welder's head for protecting the head and eyes from the harmful light rays of the arc.

HORIZONTAL POSITION

- a) A weld performed on a horizontal seam at least partially on a vertical surface.
- b) A position in which weld metal is deposited.

HOSE

- a) Flexible medium used to carry gases from regulator to the torch. It is made of fabric and rubber.
- b) A cutting or welding torch is connected to the gas supply by means of a round hose. This hose should be built to overcome the pressure of the gas. It must stand up under constant bending and twisting.

HYDROGEN

- a) A gas formed of the single element hydrogen. It is considered one of the most active gases. When combined with oxygen, it forms a very clean flame which, however, does not produce a very high temperature or very much heat.
- b) A gas commonly used in welding. It produces a low temperature flame.

IMPURITIES

- a) Characterized by an intermixture of foreign elements.
- b) Unwanted particles found in a weld metal deposit.

INCLUSION

- a) Entrapped particles of slag and dirt occurring in welds or metal. These particles being mechanically held during solidification.
- b) Particles that did not melt during the melting of the metal. These particles were trapped in the molten metal as it becomes solid.

HELIUM

HELMET

HORIZONTAL POSITION

HOSE

HYDROGEN

IMPURITIES

INCLUSION

- a) PRIMARY
- b) SECONDARY

- INERT
- a) Surrounding the arc with a gas which does not react with the electrode and base metal and keeps the atmosphere away from the arc.
 - b) Making an atmosphere that does not have active properties.
- INSPECT
- a) To view closely and critically.
 - b) To look for bad spots in a weld.
- INTERMITTENTLY
- a) Coming and going at intervals.
 - b) Joining two pieces of metal and leaving unwelded sections in the joint.
- IONIZED
- a) To render or become conducting.
 - b) Making a path for electricity to follow.
- JOINT
- a) Where two pieces meet when a structure is made of smaller pieces.
 - b) The joining of two or more pieces of metal by some welding process.
- KERF
- a) The slit or notch made in cutting.
 - b) The space from which metal has been removed by a cutting process.
- KNEE
- a) Something suggestive of the human knee, especially when bent as a crook in a tree branch.
 - b) The bottom support of a spot-welding machine.
- KVA
- a) A measure of apparent electrical power made up of two components, an energy component and a wattless or induction component.
 - b) An electrical rating of resistance-welding machines.
- LANCE
- a) To open with a long shaft.
 - b) The oxygen lance is a means of cutting heavy sections of steel.
- LAP
- a) A surface defect which appears primarily in sheets and plates as a seam caused from folding over hot metal, fins or sharp corners and then rolling them into the surface.
 - b) A surface defect in sheet steel.
- LAYER
- a) A stratum of weld metal consisting of one or more weld beads.
 - b) Weld metal thickness made of one or more passes.
- LENS
- a) A specially treated glass through which a welder may look at an intense flame without being injured by the harmful rays or glare, radiating from this flame.
 - b) A shaded glass used to protect a person's eyes from the welding flame.

INERT

INSPECT

INTERMITTENTLY

IONIZED

JOINT

KERF

KNEE

KVA

LANCE

LAP

LAYER

LENS

- a) PRIMARY
- b) SECONDARY

- LOCAL
- a) Characterized by relating to or occupying a particular place or places; not general or widespread.
 - b) In the immediate area.
- MAGNESIUM
- a) A light, white, hard and fairly tough metal not found in the free state. It is found in sea water.
 - b) A light metal found hard to weld by ordinary welding equipment.
- MAGNETIC
- a) The attraction between magnetic poles producing magnetism in a material brought near a magnetic field.
 - b) Being able to act like a magnet.
- MANUAL
- a) Pertaining to the hand or hands.
 - b) Welding that is done by hand. In gas welding, the torch is moved by hand.
- MAP
- a) A stabilized methyl acetylene-propadine fuel gas. It is a Dow Chemical Company product.
 - b) A gas used in place of acetylene.
- M.I.G
- a) Welding by feeding a consumable wire electrode through a shielding gas. The shielding gases are usually argon or helium.
 - b) A term used to describe gas metal arc welding.
- MILD
- a) Soft, malleable, as mild steel.
 - b) A steel that is easy to weld.
- NEOPRENE
- a) A synthetic rubberlike plastic formed by the polymerization of chloroprene.
 - b) A material used for gaskets and O-rings in welding torches and regulators.
- NEUTRAL
- a) Flame which results from combustion of perfect proportions of oxygen and the welding gases.
 - b) A gas welding flame that does not have bad effects with the molten metal.
- NITRIDES
- a) A binary compound of nitrogen with a more positive element and other metals.
 - b) A harmful compound formed during welding under bad conditions.
- NITROGEN
- a) A colorless gaseous element, tasteless and odorless, constituting about 4/5 of the atmosphere by volume.
 - b) A gas that produces bad welds when it comes in contact with molten metal.

LOCAL

MAGNESIUM

MAGNETIC

MANUAL

MAP

M. I. G.

MILD

NEOPRENE

NEUTRAL

NITRIDES

NITROGEN

- a) PRIMARY
- b) SECONDARY

NONFERROUS

- a) Not containing, including or pertaining to iron; relating to metals other than iron.
- b) Metals containing no iron. Copper, brass, bronze, aluminum and lead are examples.

NOZZLE

- a) Part of the torch at the end where the gas burns, producing the high temperature flame.
- b) The end piece of a welding torch or cutting attachment.

NUGGET

- a) The fused metal zone of a resistance weld; a term most commonly applied to spot welds.
- b) The fused metal in a resistance weld.

ORIFICE

- a) Opening through which gases flow. It is usually the final opening or any opening controlled by a valve.
- b) A hole of a certain size.

OSCILLATING

- a) To swing back and forth.
- b) A way of moving the electrode in forming a weld metal deposit.

OVERHEATING

- a) A term applied to metal which has been heated to such high temperature as to cause grain growth to occur, yet not heated sufficiently high to cause partial melting.
- b) Heating to a temperature that will leave bad effects in the metal.

OVERLAP

- a) Extension of the weld face metal beyond the toe of the weld.
- b) Excessive metal buildup at the edge of the weld bead.

OXIDE

- a) A term usually applied to rust, corrosion coating, film or scale.
- b) Harmful compounds formed during bad welding conditions.

OXIDIZING

- a) Combining oxygen with any other substance. For example, a metal is oxidized when the metal is burned, i. e. oxygen is combined with all the metal or parts of it.
- b) A flame produced by an excess of oxygen in the torch mixture. This free oxygen burns the molten metal.

OXYACETYLENE

- a) The flame produced by the combustion of a mixture of oxygen and acetylene in various portions.
- b) A method of welding using oxygen and acetylene as a fuel.

NONFERROUS

NOZZLE

NUGGET

ORIFICE

OSCILLATING

OVERHEATING

OVERLAP

OXIDE

OXIDIZING

OXYACETYLENE

- a) PRIMARY
- b) SECONDARY

OXYFUEL

- a) A gas welding process wherein the welding heat is obtained from the combustion of oxygen and any fuel gas other than acetylene.
- b) Any gas that uses oxygen from a cylinder as a supporter of combustion which can be used for welding.

PEENING

- a) The mechanical working of metal by means of hammer blows. These blows may be administered manually or by pneumatic tools.
- b) Working the metal by hammering to obtain some desired physical property of the metal.

PENETRATION

- a) The depth of fusion of a weld from the original surface of the base metal to that point at which fusion ceases.
- b) The distance fusion goes into the metal as measured from the surface of the base metal.

PIERCE

- a) Producing a hole in metal by forcing an instrument through it.
- b) To make a hole.

PLASMA

- a) The plasma arc or jet is a result of heating electrically any plasma-forming gas, e. g. nitrogen, hydrogen, etc., to such high temperatures that its molecules become ionized atoms containing high energy.
- b) Flowing heat gas.

PLASTIC

- a) Capable of being deformed continuously and permanently in any direction without rupture.
- b) When metal is heated to a high temperature, it can be formed or bent into shape. The temperature at which it can be done is called the plastic temperature. In other words, the metal has reached to plastic range.

POLARITY

- a) The terms electrode positive and negative are commonly used to indicate polarity. The terminal from which the current passes to the arc is termed the positive electrode or the anode and the terminal to which the current passes from the arc is called the negative or cathode.
- b) The direction in which the electric current flows. The two types of polarity used in welding are positive and negative polarity.

RECTIFIER

- a) A material that filters out the negative half-cycle of A/C current, i. e. it passes only the positive portion of the A/C current.
- b) A device for changing alternating current into direct or continuous current.

OXYFUEL

PEENING

PENETRATION

PIERCE

PLASMA

PLASTIC

POLARITY

RECTIFIER

- a) PRIMARY
- b) SECONDARY

RESISTANCE

- a) That which regulates the flow of current.
- b) The property of a body which resists or limits the flow of electricity passing through it.

RHEOSTAT

- a) A resistor for regulating a current by means of variable resistances.
- b) A device that allows a desired amount of electricity to flow. The amount can be selected as needed.

SCALE

- a) A term sometimes applied to the surface coating of oxide on molten iron or steel.
- b) A protective blanket that covers molten metal. This blanket keeps oxygen away from the liquid steel.

SECONDARY

- a) The circuit that receives power from another circuit called the primary. For example, the secondary side of a transformer.
- b) The secondary reduces a high voltage to a low value voltage for welding.

SEQUENCE

- a) The order of events in time.
- b) An order in which operations take place.

SEMI-AUTOMATIC

- a) Arc welding with equipment which controls only the filler metal feed. The advance of the welding is manually controlled.
- b) A weld made partially by automatic equipment and partially by manual means.

TEMPERING

- a) The reheating of iron base alloys after hardening to some temperature below the critical range followed by any desired rate of cooling.
- b) Softening steel by heating and cooling so that it will not fail without warning of failure.

TORCH

- a) The mechanism which the operator holds during gas welding and cutting at the end of which the gases are burned to perform the various gas welding and cutting operations.
- b) A tool used for welding or cutting.

TRANSFORMER

- a) Changes electric power from one voltage to another with an inverse ratio change in amperage while maintaining the same frequency.
- b) A device used to change alternating current from one voltage to another.

RESISTANCE

RHEOSTAT

SCALE

SECONDARY

SEQUENCE

SEMIAUTOMATIC

TEMPERING

TORCH

TRANSFORMER

NEED TO KNOW WORDS

Acetone _____

Acetylene Cylinder _____

Acetylene Cylinder Value _____

Acetylene hose _____

Acetylene-in-air-flame _____

Acetylene Regulator _____

Acetylene Torch Value _____

Air-Acetylene _____

Alignment _____

Alloy Steels _____

Aluminum _____

Aluminum Arc Welding _____

Aluminum Joint Design _____

American Welding Society _____

Amperage _____

Angular Distortion _____

Arc Burn _____

Arc Length _____

Arc Welding _____

Arc Welding Joints _____

Arc Welding Machine _____

Arc Welding Positions _____

Argon _____

Argon-Helium Regulator _____

Arrow _____

Asbestos _____

Backing _____

Backstep Welding _____

Balanced Pressure Torch _____

Base Metal _____

Bead _____

Beading _____

Bevelling

Bit

Blowhole

Blowpipe

Bond

Bottle

Boxing

Brass

Brazability

Brazement

Brazer

Braze Welding

Braze Welding Rod

Braze Welding Torch

Brittle

Bronze

Bronze Surfacing

Bronze Welding

Burner

Burning

Button

Cables

Calcium Carbide

Carbon

Carbon Plate

Carburizing

Cast Iron

Cast Iron Joint

Cast Steel

Cast Welding

Centre Punch

Chamfering

Chart

Chemical Reaction _____

Circle Cutting _____

Classing _____

Coalescence _____

Coating _____

Collar _____

Collet _____

Collet Assembly _____

Colour _____

Colour Code _____

Columbium _____

Combustion _____

Commutator _____

Concave _____

Concavity _____

Cone _____

Connector _____

Constant Voltage Machine _____

Contactors _____

Contamination _____

Contraction _____

Convex _____

Convexity _____

Cooling System _____

Copper _____

Corner _____

Corona _____

Corrosion _____

Corrosive Action _____

Crack _____

Cracking Cylinder Value _____

Crackling _____

Cup _____

Current Comparison _____

Cutting a Circle _____

Cutting Application _____

Cutting Chart _____

Cutting Fault _____

Cutting Lever _____

Cutting Pressure _____

Cutting Speed _____

Cylinder Value _____

Downhand Fillet Weld _____

Drum _____

Duty Cycle _____

Ductility _____

Edge _____

Electric Shock _____

Electrode Size _____

Electrode Studs _____

Electrolytic Action _____

Equal Pressure Torch _____

Excess Acetylene Flame _____

Expansion _____

Eye Flash _____

Flick

Flow

Flowability

Flowmeter

Flux

Forge

Freehand Cutting

Freezing

Frequency

Friction Lighter

Fundamental

Galvanized Iron _____

Gas _____

Gauge _____

Generator _____

Gloves _____

Goggles _____

Gun _____

Hard Soldering _____

Heat Concentration _____

High-Carbon Steel _____

Hissing Sound _____

Horizontal _____

Horn _____

Impulse _____

Indentation _____

Injector Torch _____

Insulation _____

Insulator _____

Iron _____

Iron Powder Electrodes _____

Land _____

Lateral Distortion

Lead

Leak

Leg

Liquidation

Liquid

Liquid Air Process

Liquid Oxygen

Liquids

Low-Carbon Steel

Low Hydrogen Electrode _____

Low Temperature Brazing _____

Malleable Iron Welding _____

Manipulation _____

Manifold System _____

Medium Carbon Steel _____

Medium Pressure Torch _____

Metal Arc Inert Gas _____

Metal Identification _____

Metal Thickness _____

Metering Regulator _____

Method _____

M.I.G. Electrodes _____

Midpoint _____

Mixing Head _____

Molton _____

Molybdenum _____

Monel Metal _____

Multi Pass _____

Needle Value _____

Nickel _____

Nonconsumable _____

Nondestructive Test _____

Nonferrous Welding _____

Nonfusion _____

Notched Butt Joint _____

Nozzle Settings _____

Numbering System _____

Out-of-Position Welding _____

Overhead Position Weldings _____

Oxy-Acetylene Safety _____

Oxy-Acetylene Cutting Torch _____

Oxy-Acetylene Cutting Equipment _____

Oxy-Acetylene Flame _____

Oxy-Coal Gas Flame _____

Oxidation _____

Oxidizing Flame _____

Oxygen _____

Oxygen Cylinder _____

Oxygen Cylinder Value _____

Oxygen Hose _____

Oxygen Regulator _____

Oxygen Torch Value _____

Padding _____

Parallel Beads _____

Pass _____

Pig Iron _____

Platen _____

Poles _____

Porosity _____

Position _____

Powder Lance _____

Preform _____

Preheat _____

Pressure-Adjusting Screw

Pretinning

Procedure

Process

Protection

Pulse

Pure Metal

Qualification

Reactor

Rebuild

Regulator

Reference Line _____

Reinforcement _____

Rim _____

Rods _____

Root _____

Running a Bead _____

Rust _____

Safety _____

Scarf _____

Scarfig _____

Scratching _____

Seam _____

Severing _____

Sheet Vee Joint _____

Shielding Gas _____

Shoulder _____

Silver _____

Silver Brazing _____

Silver Soldering _____

Single Bead _____

Single State Regulator _____

Single Vee Butt Joint _____

Skull _____

Slag _____

Slugging _____

Solder _____

Solderability _____

Soldering _____

Solidus _____

Sound Test _____

Spark _____

Spool _____

Spot _____

Stainless Steel _____

Sterling Silver _____

Stethoscope Test _____

Strength _____

Striking the Arc _____

Stopoff _____

Stringy _____

Strongback _____

Studding _____

Surfacing _____

Symbols _____

Tantalum _____

Tail _____

Taps _____

Tapping _____

Tee Assemblies _____

Temperature _____

Temperature Indicator _____

Tensile Strength _____

Test _____

Thread _____

Three Pass Horizontal Fillet Weld

Three Pass Downhand Fillet Weld

Thorium

T.I.G. Electrodes

T.I.G. Torch

T.I.G. Welding

Tin

Tinning

Titanium

Toe

Toxic

Trigger _____

Tungsten _____

Tungsten Inert Gas _____

Tow Stage Regulator _____

Ultra Violet Rays _____

Undercut _____

Undercutting _____

Underfill _____

Unwelded Joint _____

Valve _____

Vanadium _____

Vee _____

Veeing _____

Vee Butt Joint _____

Vise _____

Voltage _____

Voltmeter _____

Weld _____

Weldability _____

Welder _____

Welding Characteristics _____

Welding Position _____

Welding Symbols _____

Weight _____

Wetting _____

White Metal _____

Wrought Iron _____

Zirconium _____

Zinc Oxide _____

CLUSTER WORDS

Abrasion Soldering _____

Actual Throat _____

Accelerating Potential _____

Accelerating Potential Acid Core Solder _____

Accelerating Potential Activated Rosin Flux _____

Air-Acetylene Welding (AAW) _____

Air Carbon-Arc Cutting (AAC) _____

All-Weld-Metal Test Specimen _____

Alternate Polarity Operation _____

Angle-of-Bevel _____

Arc Blow

Arc Brazing

Arc Cutting (AC)

Arc Force

Arc Gouging

Arc Oxygen Cutting

Arc-Seam Weld

Arc-Seam Welding

Arc-Spot Weld

Arc-Spot Welding

Arc-Time

Arc Voltage _____

Arc Welding _____

Arc Welding Electrode _____

As Brazed _____

As Welded _____

Atomic-Hydrogen Welding (AHW) _____

Automatic Brazing _____

Automatic Gas Cutting _____

Automatic Oxygen Cutting _____

Automatic Welding _____

AWS (American Welding Society) _____

Axis-of-Weld

Back Bead

Backhand Welding

Backing Bead

Backing Fillet Metal

Backing Pass

Backing Ring

Backing Strap

Backing Strip

Back Pass

Backstep Sequence

Back Weld _____

Bare Electrode _____

Bare Metal-Arc Welding (BMAW) _____

Base Metal _____

Base Metal Test Specimen _____

Bead Weld _____

Blacksmith Welding _____

Blind Joint _____

Block Brazing (BB) _____

Block Sequence _____

Bond Line _____

Burning In _____

Burnoff Rate _____

Burn-Thru _____

Burn-Thru Weld _____

Butt Weld _____

Butt Joint _____

Capillary Attraction _____

Carbon-Arc _____

Carbon-Arc Cutting (CAC) _____

Carbon-Arc Welding (CAW) _____

Carbon Dioxide _____

Carbon Electrode _____

Carbon Electrode Arc Welding _____

Carbonizing Flame _____

Carburizing Flame _____

Cascade Sequence _____

Caulk Weld, Chemical Flux Cutting (FOC) _____

Chain Intermittent Fillet Welding _____

Chill Ring _____

Chill Time _____

Circular Electrode _____

Circular Resistance Seam Welding _____

Circumferential Resistance Seam Welding _____

Clad Brazing Sheet, Closed Joint _____

Coil Without Support _____

Coil With Support _____

Cold Soldered Joint _____

Cold Welding (CW) _____

Commutator-Controlled Welding _____

Complete Fusion _____

Complete Joint Penetration _____

Complete Penetration _____

Composite Electrode _____

Composite Joint _____

Concave Fillet Weld _____

Concave Root Surface _____

Concurrent Heating _____

Constant Voltage _____

Consumable Guide Electroslag Welding _____

Consumable Insert _____

Contact Tube _____

Continuous Sequence _____

Continuous Weld _____

Convex Fillet Weld _____

Cool Time _____

Copper Brazing _____

Cored Solder _____

Corner-Flange Weld _____

Core Wire _____

Corner Joint _____

Corrosive Flux _____

Cover Glass _____

Covered Electrode _____

CO² Welding _____

Crater Crack _____

Cross Wire Weld _____

Current Regulator _____

Cutting Attachment _____

Cutting Process _____

Cutting Nozzle _____

Cutting Tip _____

Cutting Torch _____

Cylinder Manifold _____

Deposit Sequence _____

Deposit Metal _____

Deposition Efficiency _____

Deposition Rate _____

Deposition Sequence _____

Depth of Fusion _____

Die Welding (DW) _____

Diffusion Aid _____

Diffusion Welding (DFW) _____

Dip Brazing (DB) _____

Dip Soldering (DS) _____

Dissociated Ammonia Brazing _____

Doped Solder _____

Double-Bevel Groove Weld _____

Double-Flare-Bevel-Groove Weld _____

Double-Flare-Vee-Groove Weld _____

Double-J Groove Weld _____

Double-U Groove Weld _____

Double-Vee Groove Weld _____

Double-Welded Joint, Downslope Time _____

Double-Welded Joint, Drop-Thru _____

Drive Wheels _____

Dynamic Electrode Force _____

Edge-Flange Weld _____

Edge Preparation _____

Edge Weld _____

Effective Length of Weld _____

Electric Brazing _____

Electrode Force Dynamic _____

Electrode Force Theoretical _____

Electrode Force Static _____

Electrode Lead _____

Electrode Skid _____

Electrolytic Process _____

Electrogas Welding _____

Electron Beam Welding (EBW) _____

Electronic Heat Control _____

Electroslag Welding _____

Emissive Electrode _____

End Return _____

Erosion _____

Explosion Welding (EXW) _____

Face Feed _____

Face Reinforcement _____

Face of Weld _____

Face Shield _____

Faying Surface _____

Filler Metal _____

Fillet Weld Size _____

Flame Cutting _____

Flame Gouging _____

Flange Weld _____

Flare-Bevel-Groove Weld _____

Flare-Vee-Groove Weld _____

Flash Butt Welding _____

Flashing Time _____

Flash-Off Time _____

Flat Position _____

Flow Brazing (FLB) _____

Flow Point _____

Flow Welding (FLOW) _____

Flux Cored Arc Welding (FCAW) _____

Flux Coated Electrode _____

Flux Cover _____

Flux Oxygen Cutting _____

Focal Point _____

Forehand Welding

Forge-Deley Time

Forge Welding (FOW)

Forge Welding Die

Freezing Point

Friction Soldering

Friction Welding (FRW)

Full Fillet Weld

Furnace Brazing

Fused Zone

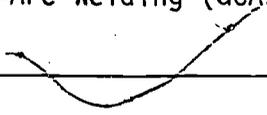
Fusible Solders

Fusion Welding _____

Fusion Zone _____

Gas Brazing _____

Gas Carbon-Arc Welding (GCAW) _____



Gas Cutting _____

Gas Cutter _____

Gas Gouging _____

Gas Metal Arc Cutting _____

Gas Metal Arc Cutting (GMAW) _____

Gas Pocket _____

Gas Regulator _____

Gas-Shielded Arc Welding _____

Gas-Shielded Stud Welding _____

Gas Torch _____

Gas Tungsten-Arc Cutting (GTAC) _____

Gas Tungsten-Arc Welding (GTAW) _____

Gas Welding _____

Generated Acetylene _____

Globular Transfer _____

Groove Angle _____

Groove Face _____

Groove Radius _____

Ground Connection _____

Ground Lead _____

Gun Arc Welding _____

Gun Resistance Welding _____

Hammer Welding (HW) _____

Hand Shield _____

Hard Solder _____

Hard Surfacing _____

Heat Time _____

Heat Gate _____

Hold Time (Spot & Projection Welding) _____

Hold Time (Seam, Flash & Upset Welding) _____

Horizontal Fixed Position Pipe Welding _____

Horizontal Position Fillet Weld _____

Horizontal Rolled Position Pipe Welding _____

Horn Spacing _____

Hydrogen Brazing _____

Hydrogen Welding _____

Hydromatic Welding _____

Impregnated-Tape Metal-Arc Welding _____

Inadequate Joint Penetration _____

Included Angle _____

Incomplete Fusion _____

Induction Brazing (IB) _____

Induction Soldering (IS) _____

Induction Welding (IW) _____

Induction Work Coil _____

Inert-Gas Carbon-Arc Welding _____

Inert-Gas Metal-Arc Welding _____

Inert Gas Tungsten Arc Welding _____

Infrared Brazing (IRB) _____

Intergranular Penetration _____

Intermediate Flux _____

Intermittent Weld _____

Interpass Temperature _____

Interpulse Time _____

Interrupted Spot Welding _____

Joint Brazing Procedure _____

Joint Clearance _____

Joint Design _____

Joint Efficiency _____

Joint Geometry _____

Joint Penetration _____

Joint (unwelded) _____

Joint (welded) _____

Joint Welding Procedure _____

Joint Welding Sequence _____

Lack of Fusion _____

Lack of Penetration _____

Lap Joint _____

Laser Beam Cutting (LBC) _____

Laser Beam Welding (LBW) _____

Lead Angle _____

Lead Burning

Leg Length

Leg of a Fillet Weld

Lightly Coated Electrode

Liquid Air

Local Preheat

Local Stress-Relief Heat Treatment

Locked-Up Stresses

Longitudinal Resistance Seam Welding

Longitudinal Sequence

Low Frequency Cycle

Machine Brazing _____

Machine Oxygen Cutting _____

Machine Welding _____

Manual Brazing _____

Manual Oxygen Cutting _____

Mash Resistance Seam Weld _____

Melting Range _____

Melting Rate _____

Melting Ratio _____

Melt-Thru _____

Metal-Arc Cutting (MAC) _____

Metal-Arc Welding _____

Metal Electrode _____

Metal-Electrode Arc Welding _____

Metal Powder Cutting (POW) _____

MIG Welding _____

Metallic Arc _____

Mixing Chamber _____

Molten Chemical-Bath Dip Brazing _____

Multiple-Impulse Welding _____

Multiple-Impulse Weld Timer _____

Nonpressure Thermit Welding (NTW) _____

Nonpressure Welding _____

Nonsynchronous Initiation _____

Nonsynchronous Timing _____

Off Time _____

Open Circuit Voltage _____

Open Joint _____

Oven Soldering (OS) _____

Overhead Position _____

Oxy-Acetylene Cutting _____

Oxy-Arc Cutting (AOC) _____

Oxy-Fuel Gas Cutting (OFC) _____

Oxy-Fuel Gas Welding _____

Oxy-City Gas Cutting _____

Oxy-Hydrogen Cutting _____

Oxy-Hydrogen Welding (OHW) _____

Oxy-Natural Gas Cutting _____

Oxy-Propane Cutting _____

Oxygen Cutter _____

Oxygen Cutting (OC) _____

Oxygen-Cutting Operator _____

Oxygen Gouging _____

Oxygen Grooving _____

Oxygen Lance _____

Oxygen Lance Cutting (OLC) _____

Oxygen Lancing _____

Oxygen Machining _____

Parent Metal _____

Partial Joint Penetration _____

Pass Sequence _____

Paste Brazing Filler Metal _____

Paste Solder _____

Pasty Range _____

Peel Test _____

Percussion Weld _____

Percussion Welding (PEW) _____

Plasma-Arc Cutting (PAC) _____

Plasma-Arc Welding (PAW) _____

Platen Force _____

Platen Spacing _____

Plus Weld _____

Poke Weld _____

Poke Welding _____

Positioned Weld _____

Position of Welding _____

Postheat Current _____

Postheat Time _____

Powder Cutting _____

Postweld Interval _____

Pressure-Controlled Welding _____

Pressure Gas Welding (PGW) _____

Pressure Thermit Welding (PTW) _____

Pressure Welding _____

Preweld Interval _____

Preheat Current _____

Preheat Temperature _____

Preheat Time _____

Progressive Block Sequence _____

Projection Weld _____

Projection Welding (PRW) _____

Protective Atmosphere _____

Pulsation Welding _____

Procedure Qualification _____

Pulsation Weld Timer _____

Pulse Time _____

Pulsed Power Welding _____

Pulsed Spray Welding _____

Pure Metal _____

Push Weld _____

Push Welding _____

Random Sequence _____

Rate of Deposition _____

Rate of Flame Propagation _____

Reaction Flux _____

Reaction Soldering _____

Reaction Stress _____

Reducing Atmosphere _____

Reducing Flame _____

Reference Line _____

Reinforcement of Weld _____

Residual Stresses _____

Resistance Brazing (RB) _____

Resistance Butt Welding _____

Resistance Butting Welding _____

Resistance-Seam Weld Timer _____

Resistance-Seam Welding (RSEW) _____

Resistance-Spot Welding (RSW) _____

Resistance Soldering (RS) _____

Resistance Welding _____

Resistance Welding Electrode _____

Reverse Polarity _____

Roll Resistance Spot Welding _____

Roll Welding (RW) _____

Root Crack _____

Root Edge _____

Root Face _____

Root Gap _____

Root of Weld _____

Root of Joint _____

Root Opening _____

Root Penetration _____

Root Radius _____

Safety Plugs _____

Salt-Bath Dip Brazing _____

Sandwich Braze _____

Scarf Joint _____

Seal Weld _____

Seam Weld _____

Seam Weld Timer _____

Seam Welding _____

Secondary Circuit _____

Selective Block Sequence _____

Series Welding _____

Sequence Timer _____

Sequence Weld Timer _____

Sheet Separation _____

Shielded Arc _____

Shielded Carbon-Arc Welding (SCAW) _____

Shielded Metal Arc Cutting _____

Shielded Metal-Arc Welding (SMAW) _____

Shielded Stud Welding _____

Short Circuiting Arc Welding _____

Short Circuiting Transfer _____

Shrinkage Fit _____

Shrinkage Stress _____

Silver Alloy Brazing (Silver Solder) _____

Silver Solder _____

Single-Bevel Groove Weld _____

Single-Flare-Bevel-Groove Weld _____

Single-Flare-Vee-Groove Weld _____

Single-Impulse Welding _____

Single-J Groove Weld _____

Single-U Groove Weld _____

Single-Vee Groove Weld _____

Size of Groove Weld _____

Size of Fillet Weld _____

Size of Unequal Leg Fillet Weld _____

Size of Flange Weld _____

Skip Sequence _____

Slag Inclusion _____

Slot Weld _____

Soft Solder _____

Soldering Gun _____

Soldering Iron _____

Solid State Welding

Spacer Strip

Spatter Loss

Spot Weld

Spot Welding

Spray Transfer

Square Groove Weld

Sequence Time

Stack Cutting

Staggered Intermitted Fillet Welding

Static Electrode Force

Step Brazing

Step Soldering

Stepback Sequence

Stick Electrode

Stitch Welding Stopoff

Stored Energy Welding

Straight Polarity

Stress-Corrosion Cracking

Stress-Relief Heat Treatment

Stress Cracking

String Beading

Stud Welding (SW) _____

Submerged Arc Welding (SAW) _____

Suck-Back _____

Surfacing Weld _____

Sweat Soldering _____

Supplementary Symbols _____

Synchronous Timing _____

Tack Weld _____

Tee Joint _____

Theoretical Electrode Force _____

Theoretical Throat _____

Thermal Stresses _____

Thermit Crucible _____

Thermit Mix _____

Thermit Mold _____

Thermit Reaction _____

Thermit Welding (TW) _____

Throat Depth _____

Theoretical Throat of a Fillet Weld _____

Throat Height _____

Throat of a Groove Weld _____

Throat Opening _____

TIG Welding _____

Tip Skid _____

Toe Crack _____

Toe of Weld _____

Torch Brazing (TB) _____

Torch Tip (TT) _____

Transverse Resistance Seam Welding _____

Tungsten Electrode _____

Twin-Carbon-Arc Brazing (TCAB) _____

Twin-Carbon-Arc Welding (TCAW) _____

Ultrasonic Coupler _____

Ultrasonic Soldering _____

Ultrasonic Sonotrade _____

Ultrasonic Welding (USW) _____

Ultra-Speed Welding _____

Underbead Crack _____

Unipolarity Operation _____

Unshielded Carbon Arc Welding _____

Unshielded Metal Arc Welding _____

Upset Butt Welding _____

Upset Weld _____

Upset Welding (UW) _____

Upsetting Force _____

Upsetting Time _____

Upslope Time _____

Vacuum Brazing _____

Vertical Position _____

Vertical Position for Pipe _____

Voltage Regulator _____

Wandering Block Sequence _____

Wandering Sequence _____

Wax Pattern _____

Weave Bead _____

Weaving _____

Weld Bead _____

Weld Crack _____

Weld Delay Time _____

Weld Gage _____

Weld Heat Time _____

Weld Interval _____

Weld Interval Timer _____

Weld Length _____

Weld Line _____

Weld Metal _____

Weld Penetration _____

Weld Size _____

Weld Timer _____

Weld Time _____

Welded Joint _____

Welder Certification _____

Welder Qualification _____

Welder Registration _____

Welding Current _____

Welding Cycle _____

Welding Electrode _____

Welding Force _____

Welding Generator _____

Welding Goggles _____

Welding Gun _____

Welding Ground _____

Welding Leads _____

Welding Machine _____

Welding Operator _____

Welding Pressure _____

Welding Procedure _____

Welding Process _____

Welding Rod _____

Welding Sequence _____

Welding Technique _____

Welding Tip _____

Welding Torch _____

Welding Transformer _____

Welding Wheel _____

Welding Wire _____

Wire Feeder _____

Wiped Joint _____

Work Angle _____

Work Coil

Work Connection

Work Lead

Wrinkle Bending