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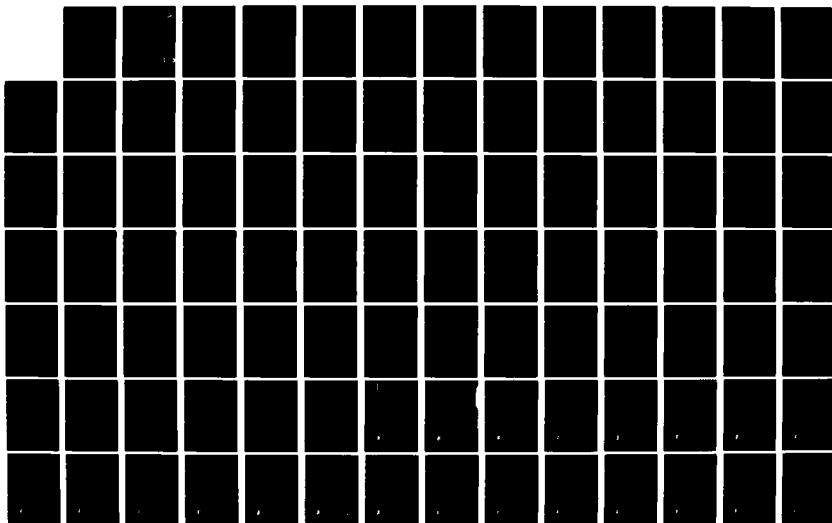
JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR MOS 71L
ADMINISTRATIVE SPECIALI... (U) DEFENSE LANGUAGE INST
LACKLAND AFB TX ENGLISH LANGUAGE CENTER..

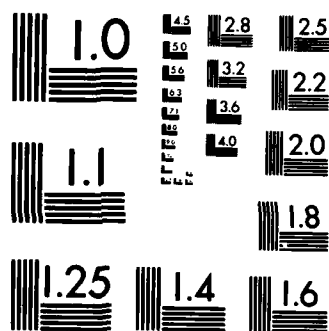
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JOB LANGUAGE PERFORMANCE REQUIREMENTS
FOR 71L
MOS
ADMINISTRATIVE SPECIALIST

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 deter- mine 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. 		

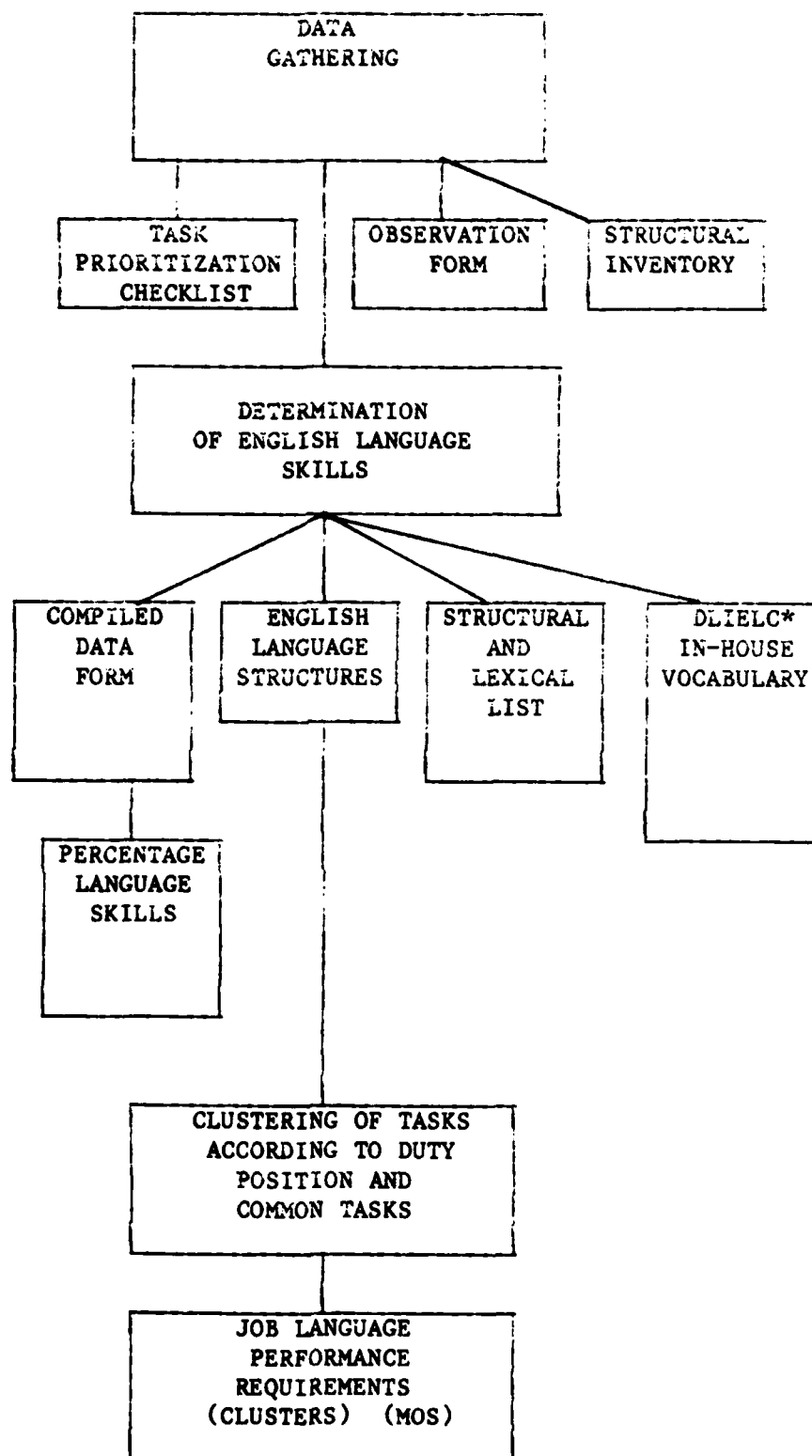


FIGURE 1

*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

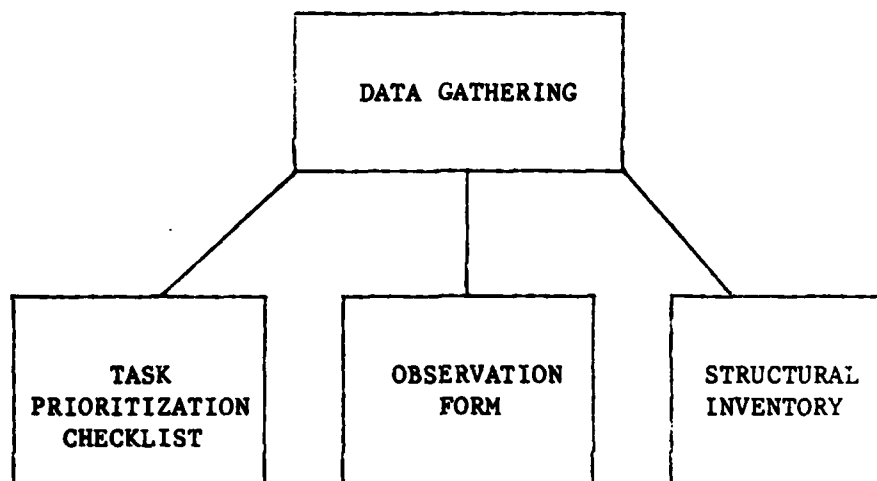


FIGURE 2

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

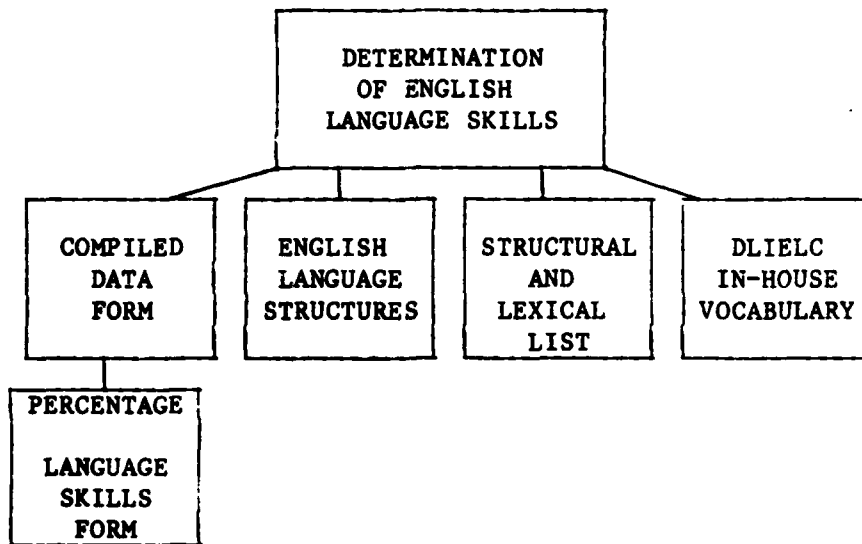


FIGURE 3

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.

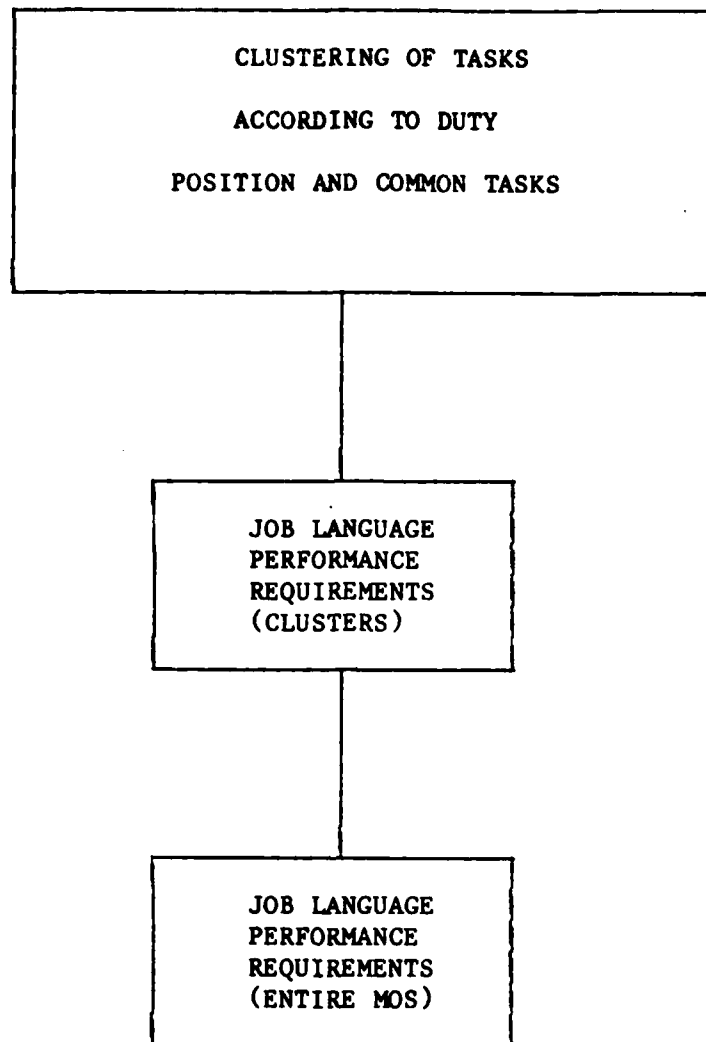


FIGURE 4

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

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

121-004-1223

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.

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

F1R57 A10

TRAINING SPECIALIST

RECEIVED
JAN 10 1964

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

527429

DATA OBTAINED FROM

TRAINING SPECIALIST

NUMBER OF RESPONDENTS

DATA OBTAINED FROM

TRAINING SPECIALIST

[illegible]

121-030-2501

121-004-1207

Life Events

LEADERSHIP

751441 74525

ADAM WITKOWSKI

TASK NUMBER			12/004-1223	12/004-1424
----------------	--	--	-------------	-------------

COMMONS ADMINISTRATION DIVISION 754/4000 TALKS

ADMON/15704716 7000000 7454

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
48	1
49	1
50	1
51	1
52	1
53	1
54	1
55	1
56	1
57	1
58	1
59	1
60	1
61	1
62	1
63	1
64	1
65	1
66	1
67	1
68	1
69	1
70	1
71	1
72	1
73	1
74	1
75	1
76	1
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

121-001-1704

TECHNICAL TASKS (42 DUTY (25, 20, 15))

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 1216

TECHNICAL TASK FORCE DUTY Position(s)

TECHNICAL STAFF (The Duty Postings)

TRAINING SPECIALIST

NUMBER OF RESPONDENTS

TRAINING SPECIALIST

32

1021-500111

TECHNICAL TASKS
(see Duty Positions)

TECHNICAL STAFF (ASST FS)

TECHNICAL T. 41 (ASST 55)

TECHNICAL ASSISTANT (ASST) (55)

TECHNICAL 7.5x1 1951 (F5)

TECHNICAL . 1501 (A55 F5)

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

TRAINING SPECIALIST

171-005-1218

י. יאנוש כהן (מנצח)

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.

MOS 7/6

TR = total number of responses to variables in the cluster
T = number of tasks in the cluster
V = variables

$R = \text{maximum number of respondents in any task in that cluster}$

FORMULA	LISTENING	SPEAKING	READING	WRITING
TR ÷ (T)(V)(R) = C	-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%
1st 821-1007 2nd 821-1006	3X5 X 20 = 300 28 31 37 31 <u>39</u> 176 300 / 176.000 587	3X2 X 20 = 120 13 <u>21</u> 34 120 / 34.000 283	3X1 X 20 = 60 5 19 <u>19</u> 43 180 / 43.000 229	3X1 X 20 = 60 31 5 19 <u>9</u> 64 240 / 64.000 277
	57%	28%	24%	27%
NBC	1X5 X 21 = 105 13 11 14 <u>13</u> 65 105 / 65.000 617	1X2 X 21 = 42 3 <u>9</u> 12 42 / 12.000 235	1X3 X 21 = 63 2 4 <u>5</u> 11 63 / 11.000 135	1X1 X 21 = 21 11 2 4 <u>11</u> 21 21 / 11.000 117
	57%	28%	24%	27%
1st 821-0201 2nd 821-0202	1X5 X 25 = 125 14 6 10 17 <u>16</u> 63 125 / 63.000 591	1X2 X 25 = 50 1 <u>4</u> 5 50 / 5.000 100	1X3 X 25 = 75 4 1 <u>3</u> 8 75 / 8.000 107	1X1 X 25 = 25 6 4 1 <u>11</u> 25 25 / 11.000 117
	57%	10%	11%	27%
		6		

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 ture -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 074-331-0821	2x5x18=180 14 16 15 12 17 <u>76</u> 422 18/172.000	2x2x18=72 8 15 <u>23</u> 72/319 23.000	2x3x18=108 3 7 <u>10</u> 25 108/20.185	2x4x18=144 16 3 7 <u>8</u> 31 144/22.72
	42%	32%	19%	2%
LAND 10000000000 024-221-0801 074-331-0821	1x5x17=85 8 6 5 7 8 <u>37</u> 435 15/37000	1x2x17=34 5 4 <u>9</u> 34/765 1.000	1x3x17=51 2 7 <u>8</u> 17 51/233 17000	1x4x17=68 6 2 7 <u>3</u> 15 68/19.73
	41%	27%	33%	22%
M16A1 RIFLE 024-221-0801 074-331-0821	1x5x22=110 15 13 16 15 15 <u>74</u> 673 110/74.000	1x2x22=44 0 5 <u>5</u> 44/114 5.000	1x3x22=66 2 1 <u>4</u> 7 66/106 7.000	1x4x22=88 13 2 1 <u>1</u> 16 88/17.75
	52%	11%	16%	1%

PERCENTAGE LANGUAGE SKILLS

MOS 716

FORMULA

$$TR \div (T)(V)(R) = \%$$

LISTENING

- demonstration
- lecture
- hands-on
- performance (test)
- rating (scale)

SPEAKING

- oral (test)
- rating (scale)

READING

- self-paced
- written (test)
- rating (scale)

WRITING

- lecture
- self-paced
- written (test)
- rating (scale)

Cluster

5 = 100%

2 = 100%

3 = 100%

4 = 100%

071-314-2104
071-322-440-

242 x 15 = 150
13
10
13
11
14
61
150 / 61.000 407

242 x 15 = 60
0
8
8
60 / 8.000 .133

242 x 15 = 10
0
2
6
8
90 / 8.000 .089

242 x 15 = 10
10
0
2
0
120 / 12.000

41%

13%

9%

111 032-2501

1X5 x 19 = 95
6
7
10
4
7
34
95 / 4.000 .358

1X2 x 19 = 38
1
3
4
38 / 4.000 .105

1X3 x 19 = 57
4
5
12
57 / 21.000 .331

1X4 x 19 = 7
7
4
5
12
70 / 28.000

26%

11%

57%

37%

111 032-2501
111 032-2501
111 032-2501

8X5 x 23 = 720
61
82
112
103
90
448
920 / 448.000 .487

8X2 x 23 = 368
22
53
75
204
368 / 75.000

8X2 x 23 = 552
54
95
144
293
552 / 293.000 .591

8X4 x 23 = 7
82
54
95
110
341
736 / 341.000

17%

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
2 AUTHORITY
70 AUTHORITY

30	AUTHORIZATION
74	AUTHORIZED
4	AUTOCoin
2	AUTOMATICALLY

05	AVAILABLE
2	AVIAGES
10	AVIEN
4	AVIS

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19 BACK
2 BACKSTAMP
2 BACKUP
3 BALANCE

1 BALANCE
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2 BAR
2 BASE
10 BASED
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42 BASIC
2 BASIS
2 BAT
585 BE

9 BEARING
4 BEARS
14 BECAUSE
1 BECCHE
2 BECCHE S

2 BED
5 DEEN
2 BEFORE
46 BEFORE
2 BEFORE #

30 BEGIN
88 BEGINNING
6 BEGINS
6 BEING
66 BEING

2 BEACH
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4 BER
2 BERNON
2 BEYS +

2 BEST
24 BETWEEN
2 BEY
8 BEYOND
2 BILL

73 BILL

14 BILLS

78 BODY

2 BOLD

2 BOLIVIA

20 BOND

2 BONEY

2 BONNET

2 BONE

44 BOCAL

4 BUCK

12 BCCAL

32 BOTH

24 BOTTOM

6 BOUND

2 BOX

2 BOXES

6 BUILDING

2 BULK

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6 CANADA
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16 CANCEL
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3 CANCELED
20 CANCELING
10 CANCELLATION

47 CANN
4 CAPA
~~4 CAPA~~
6 CAPTAIN
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26 CARD
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6 CASHED
2 CATALOG
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2 CE
~~2 CE~~
84 CENTER
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10 CERTAIN
24 CERTIFICATE
2 CERTIFICATES

~~2 CENTRE~~
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6 CITIES

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4 CIVILIAN
~~COIN~~
~~CELLING~~
2 CO

30 CCDE
2 CODE/ARO
16 CODES 2
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2 CODES

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6 COIN
~~COLLECT~~
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2 COLUMBIA

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3	COMPUTER
1	COMPUTING
2	COMPUTATION
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2	CON
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6	CONDUCTED
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2	CONNECTION
2	CONENTS
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2	CONSTITUTE
2	CONSTRUCTED
2	CONSULT THE
2	CONSULTING
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2	CONTACT
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2	CONTINENTAL

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35 CONTRACTORS
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5 CONTRACTORS

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2 CCHUSAFO-
2 CONVENIENT
4 CONVERT

2 COOPERATE
2 COORDINATES
4 COORDINATION
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12	CCRAER	
51	CORRECT	
0	CORRECTED	
1	CORRECTION	

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2 2 CORRECTNESS
4 4 CORRESPOND
1 1 CAME SPENDING

~~2. CHAIRS, PUNDS~~

~~CORRESPONDENCE~~
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~~COUNT~~
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2 DEAR
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2 DIRECTLY
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2 DIRECTOR

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14 DISCLOSURE
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6 DISCREPANCY

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6 DISPLAYED

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2 DOLLAR
4 DOLLARS
2 DOME

57 DOMESTIC
0 DON'T
4 DONE
2 DOTTED
2 DOUANE

4 DOUBLE SLANT
14 DCUBLE
6 DCUPLE-SPACE
2 DCUM E-SPACING
2 DCUBT

6 DCWN
1 DUE
19 DUE
210 DUPLICATE
1 DUPLICATED

4 DUPLICATES
2 DUPLICATING
4 DUPLICATION
1 DUN
12 DJRING

2 DUTABLE

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155 EACH

2 EARLIEST

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13 EITHER

2 EQUAL

30 EQUAL

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2 EQUIPMENT

2 EVALUATION

2 EVEN

6 EVENT

6 EVENTS

9 EVERY

2 EVERYONE

16 EVIDENCE

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6 EXACTLY

2 EXAMIN

2 EXAMINATION

10 EXAMPLE

45 EXAMPLES

30 EXCEED

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8 EXCEEDS

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16 EXCEPTION

6 EXCEPTIONS

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23 EXCHANGE

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39 FORM
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3 FORMABLE
 14 FORMED
 16 FORMING
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10 GUARD
20 GUIDANCE

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31 HANGLING
2 HANDMADE
2 HANDPRINTING
2 HANDS
12 HANDWRITTEN

71 HAS
105 HAVE
17 HAVING
41 HE
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26 HEADING
2 HEADING
19 HEADQUARTERS
2 HEAVY

1 HELD
4 HELP
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7 HIGHER
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36 HIM
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17 HOWEVER
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4 LEAD
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97 LOCAL
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2 LOCATED
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27 LOCATOR
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15 LOCKED
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10 LUG
2 LOGICAL

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2 LONGER
2 LGCSE-LEAF
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24 LOSS

2 LOSSES
16 LOST
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36 LOWER

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AD-A121 888

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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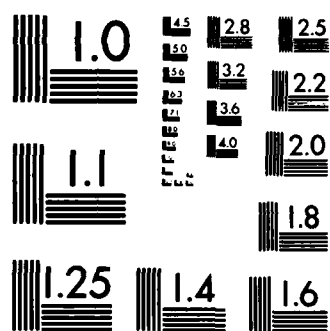
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

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14 MISSING
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2 MODIFIED
2 MOON

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254 MONEY
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3 MONTHLY
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18 MOST

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6 MULTIPLE
2 MULTIPLY
4 MUSIC
203 MUST

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2 MUTILATION

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2 NOT IF
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2 NUJBE
2 NUJBE
~~2 NUJBE~~
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3 NUJBE

34 NUMBERS
70 NUMBERS
36 NUMBERS

2 NUMISMATIC
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4 PERMIT
4 PERMITS

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2 REGISTRE

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2 REPORT CONDITIONS

32 REPORT
2 REPORTED
2 REPORTING
3 REPRODUCE

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2 REPRODUCED
2 REPUBLIC
4 REPUTABLE

40 REQUEST
20 REQUESTED
4 REQUESTER

22 REQUEST
36 REQUESTS

39 REQUIRE
157 REQUIRED
20 REQUIREMENT
4 REQUIREMENTS

30 REQUIREMENTS
15 REQUIRES
7 REQUIRING
68 REQUISITION

14 REQUISITIONED
0 REQUISITIONS
2 RESC
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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 RCOM

4 ROOMS
2 RUTC
3 ROUTE
10 ROUTED
15 ROUTING

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

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8 SECRET
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SEPARATIONS
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SEQUENCE

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

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

29 SERVICE
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 SIZING
7 SORTING

3 SOLDIER'S
4 SCAMS
8 SCENE
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

6 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~~
3 TELECOMMUNICATIONS

2 TELEGRAM
6 TELEPHONE
8 TELL

~~TEMPORARILY~~
2 TEMPORARILY

1 TEMPORARY
2 TEN
2 TENTH
4 TEFMIAL
6 TERMINATED

2 TERMINATION
4 TERMINCLOGY
2 TEST
16 TEXT
2 TERTROCK 7

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30 TIE
2 TIED

~~TIES~~
24 TIES
74 TIME
7 TIMES

24 TITLE
2 TITLED
10 TITLES
2 TO TABLE

~~TC~~
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
2 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	

60	WCFD	ON
42	WLOS	
20	WORK	
4	WELKDAY	
8	WORKING	
6	WOULD	
2	VI	
10	YEAR	
2	YEARLY	
12	YEARS	
2	VEL	
22	VELLCH	
2	YES	
2	YIELDS	
2	YU	ON
236	YU	
305	YUUP	
4	ZERC	
18	ZIP	
14	ZONE	
4	ZULU	

WORD FREQUENCY DISTRIBUTION
FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

13	TO	870	FOR	690	FORM	674	SEE
14	MAIL	585	BE	375	BY	371	LINE
15	YOK	329	1M	313	NUMBER	309	NOT
16	PARAGRAPH	298	WITH	296	YOU	292	POSTAGE
17	B	284	FIGURE	254	MONEY	231	A
18	PATRON	227	PART	223	DA	220	WILL
19	LETTER	213	IF	207	DATE	203	MUST
20	REGISTERED	191	POSTAL	189	LEFT	183	MAY
21	COPIES	182	C	180	RECEIPT	178	BELCH
22	PUR	172	MORE	166	FILE	159	DOCUMENT
23	TYPE	155	EACH	154	PAGE	152	FEE
24	D	140	RETURN	140	SURE	134	MARGIN
25	COPY	129	RECEIVED	139	NO	128	SAWF
26	NAME	117	MAILING	117	REQUIRED	116	METER
27	DELIVERY	114	SERVICE	112	MILITARY	112	COMPLETE
28	HAVE	110	DUPPLICATE	108	PERFORMANCE	106	POST
29	LOCAL	104	LAST	102	SIGNATURE	101	CORRESPONDENCE
30	REGISTRY	93	DISTRIBUTION	92	OPERATOR	90	WITHIN
31	TITLE	88	FIRST	83	BEGINNING	89	SECOND
32	AVAILABLE	86	REFER	86	LINES	85	TOP
33	BCDY	85	RECORD	84	CENTER	84	FORMS
34	MATERIAL	82	FOUD	82	CLERK	79	AUTHORITY
35	AUTHOR	78	HAS	78	LENGTH	78	WEIGHT
36	STANDARDS	77	DOCUMENT	76	COUNTRY	76	COMMENTS
37	MATTER	76	RATE	76	OPERATOR	76	DOCUMENT
38	TIME	74	AUTHORIZED	74	COUNTRY	74	TABLE
39	HAS	74	VALUE	74	COUNTRY	74	CUT
40	NUMBERS	74	VERIFY	73	PERFORMANCE	73	BILL
41	FOLLOWING	71	E	70	NOTE	70	NECESSARY
42	SECTION	69	COMMENT	69	PAGES	69	REQUISITION
43	LESS	68	TYPED	63	BEING	66	CERTIFIED
44	2	66	RECORDS	65	SOP	64	ENTER
45	4	66	PARCEL	66	SUBJECT	64	SYMBOL
46	PUBLICATIONS	62	CORRECT	62	COMPUTE	62	FIGURES
47	RIGHT	61	SIGN	60	TAPE	60	WORT
48	EQUIPMENT	60	COMPLETED	60	TAPE	60	DOMESTIC
49	SENT	58	SIZE	57	LISTED	57	REFERENCE
50	CONTROL	56	REFERENCES	54	CASH	54	CCPF
51	LIST	53	PAPEK	52	CASH	52	DEEN
52	SIDE	52	8	52	DISPATCH	52	GC
53	7	50	FOURTH	50	G-4 J2	50	G-4 75
54	4	49	PAI	48	PATRON'S	48	PUBLICATION
55	BOOK	48	WITNESS	47	CANNOT	46	F
56	REVIEW	46	BEFORE	46	FILES	45	SENDER
57	TASK	45	CONTAINS	45	EXAMPLES	45	MANIFOLD
58		44	DISPOSITION	44	KEEP	44	MANIFOLD
59		44	TYPEWRITER	44	KEEP	44	MANIFOLD
60		43	NOTE	43	OUTGOING	43	CUTSIDE
61		42	C	42	BASIC	42	DICTIONARY

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FREQUENCY/WORD

42	SWF	42	MATERIALS	42	SEPARATE	42	WEIGHS
40	WORDS	40	GIVEN	40	HE	40	9
39	DETERMINE	39	FORMAT	39	REQUEST	39	
38	SEND	38	CONTAINER	38	MAKE	38	REQUIRE
37	SEND	37	MESSAGE	37	EQUIL	37	G= 4 73 4 Q5
36	WORDS	36	DOES	36	CJNCES	36	PARTS
35	PERSON	35	SERVICES	35	FOLLOW	35	PARAGRAPHS
34	PERSONS	34	MIX	34	SUPPLIES	34	CAPITALIZATION
33	REQUESTS	33	SUPERVISOR	33	LOWER	33	NUMERICAL
32	HIS	32	LICITING	32	CAN	32	DAYS
31	FIFTH	31	IS	31	POSTMASTER	31	Y
30	NUMBERED	30	G= 4 Q5	30	COMBINED	30	CUSTOMS
29	4	29	SERIES	29	LETTERHEAD	29	LIMITATIONS
28	FILED	28	FORWARD	28	WANTS	28	SUCH
27	REPORT	27	REVERSE	27	BOY	27	CONTINUATION
26	COMMANDER	26	DIRECT	26	SET	26	MEET
25	CLUB	25	AUTHORIZATION	25	HANDLING	25	VERIFY
24	REQUIREMENTS	24	EXCEED	24	PAID	24	REGIN
23	SUSPENSE	23	TIE	23	3	23	RECEIVE
22	MEMORANDUM	22	BUY	22	DAMAGED	22	4
21	TYPING	21	14	21	CONTAIN	21	FIRM
20	11	20	NON-MILITARY	20	PACKED	20	LEAVE
19	G= 4 N > E=6 Z=	19	WORK	19	12	20	PORTION
18	INSURE	18	MAILED	18	NEW	18	FIXED
17	< - =6W - =6	17	VERIFY	17	AFTER	17	SCOTTING
16	COMPLETELY	16	*K	16	<	16	ASSEMBLE
15	FOLLOWS	15	*K6	15	DISPATCHED	15	CARD
14	NEED	14	COVER	14	HEADING	14	DOCUMENTS
13	SECURITY	13	PIECES	13	WITHOUT	13	MACHINE
12	RETURN	12	LEAST	12	LETTERS	12	F
11	DAY	11	SERVING	11	SIGNED	11	REPLY
10	KEYSER	10	BOTTOM	10	CERTIFICATE	10	< - =6
9	PAPERS	9	DDO	9	FACING	9	CURRENT
8	TITLE	8	LOSS	8	MILITARY	8	GIRTH
7	C	7	RETURNED	7	SEALED	7	MARKING
6	FILED	6	FINAL	6	PERSONAL	6	TIES
5	MEASURE	5	LABELS	5	15	23	SIGNING
4	SELECTED	4	RECEIPTS	4	LOCATION	22	DEVICE
3	WIDOW	3	SUMIT	3	REPAIR	22	MARGINS
2	SIGNS	2	YELLOW	2	SURFACE	22	SEAL
1	BUY	1	CANCELING	1	DIRECTLY	22	TAPES
	DESTINATION		FINANCE		AR	22	PERSONNEL
	MAILABLE		MAINTAIN		CASES	20	R I
	REQUESTED		REQUIREMENT		G= F4 Z K4 K	20	CATING
	SEAL		50		20 NEXT	20	MADE
					20 RESTRICTED	20	PACKETS
					20 TOGETHER	20	SEQUENCE
						20	TYPES

WORD FREQUENCY DISTRIBUTION

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

FREQUENCY/WORD

19	VOUCHERS	19	REFERENCE	19	BACK	19	DELIVERED
19	ONE	19	FIND	19	HAND	19	HEADQUARTERS
19	READY	19	SUPPORTING	18	W4 75	18	CATEGORY
18	COLUMB	18	COLLECTED	18	COURIER	18	DESCRIPTION
18	DESIGNS	18	DETERMINED	18	DIVIDED	18	EXAMPLE
18	III	18	MARKED	18	MESSAGEFORM	18	POST
18	REF	18	OUTLINED	18	PER	18	POUCH
18	REGULATION	18	SYSTEM	18	WAY	18	ZIP
17	HAVING	17	HOWEVER	18	LOCATOR	27	MAIL CONDITIONS
17	REMOVING	17	TAKE	16	CITY	27	CCDES 2
16	BUSINESS	16	CANCEL	16	DECLARATION	16	EVIDENCE
16	CONSECUTIVELY	16	DAMAGE	16	FORWARDING	16	FOUR
16	EXCEPTION	16	FILING	16	LOST	16	MAILER
16	G = X4 4	16	JUNIT	16	NONRECEIPT	16	PACKAGE
16	MAY	16	MAXIMUM	16	PERMITTED	16	PINK/GREEN
16	PAYMENT	16	PERMANENT	16	RECEIVING	16	RELEASE
16	PRODUCTION	16	PURPOSE	16	SENSITIVE	16	TEXT
16	REPLACE	16	RESEARCH	15	LOCKED	15	AR
16	WEIGH	16	YEAR	15	SAFE	15	NORMALLY
15	SC < A	15	DOCUMENTATION	15	A	15	SECURE
15	REPUTES	15	ROUTING	14	BILLS	14	CASE
15	SINGLE	14	INDURSE	14	CORUS	14	DISCLOSE
14	H	14	BECAUSE	14	FULL	14	FUNCS
14	COMPLETING	14	CONTAINED	14	MAINTENANCE	14	MERCANDISE
14	COUPLE	14	FORWARDED	14	NEEDED	14	PACKET
14	KEY	14	LIMITATION	14	REPEAT	14	REQUISITIONED
14	MINIMUM	14	MISSING	13	VINES	13	IN
14	PERSONS	14	REMITTANCE	13	DELIVER	13	DESTROY
14	SERVED	13	ZONE	13	POUCHES	12	22
13	CA	13	DEAD	12	CONDITIONS	12	18
13	SETH	12	EXCHANGE	12	BOCKS	12	COLLECTED
12	2	12	= 4 = 6A	12	COLLECTED	12	COMBINATION
12	CUTGOING	12	8	12	D.T.	12	DFS
12	AR	12	B = H V-	12	DIPPING	12	EIGHT
12	CARD	12	COLLECT	12	GOVERNMENT	12	PANCHITTEN
12	COAT	12	COVERING	12	MEANS	12	MINUTE
12	DIRECTORY	12	DIVIDE	12	PAY	12	POSSIBLE
12	EXCHANGED	12	FIVE	12	SACKS	12	SUBMITTED
12	MAINTAINED	12	MARK	12	VALID	12	VOLUME
12	MIXED	12	NOTIFY	12	CUTAIN	12	DEPARTMENT
12	RELEASED	12	REQUESTING	12	MONTH	12	MONTHS
12	SUBSEQUENT	12	TOE	12	PED	12	WERE
12	YEARS	12	A	12	INSURE	12	5
12	DESIGNATED	12	FURTHER	12	AVION	12	CANCELLATION
12	MAKED	12	PUBLISHED	12	COMPARING	12	CONDUCT
12	2	12	8 1	12	10	10	10
12	10	10	AIR	10	COMMENTS	10	10
12	CERTAIN	10	COMMENTS	10	10	10	10

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FREQUENCY/WORD

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WORD FREQUENCY DISTRIBUION
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4 DUPLICATION
4 EXCESS
4 EXPENSES
4 FILES CONDITIONS
4 GET
4 HANDBOOK
4 JANUARY
4 LESSON
4 LIMIT
4 MAILINGS
4 MESSAGE
4 NAMES
4 OVAL
4 PENCIL
4 POLICIES
4 POUCH/SACK
4 RARELY
4 REASONS
4 REMINDING
4 REQUESTER
4 RUBBER
4 SECTIONS
4 SETTLED
4 SLOTTED
4 TACS
4 TOUR
4 VOTED
4 WARNINGS
4 WITHDRAWN

4 DUTY
4 EXISTING
4 EXPRESS
4 FORT
4 GUES
4 HELP
4 KENNEDY
4 LETTERS/LETTER
4 LINED
4 MANIFOLDS
4 MISSION
4 NATURE
4 PACKAGES
4 PEOPLE
4 POSITIVE
4 PUBLICATIONS 2
4 RATHER
4 RECEPTION
4 REMINDER
4 RESOLVED
4 SALE
4 SENDER'S
4 SIDES
4 SOON
4 TERMINAL
4 TURNED
4 VOLUMES
4 WIDTH
4 WORKDAY
4 WORKDAY
4 STANDARD
4 COMPUTED
4 EXCLUSIVE
4 COVERAGES
4 QUICKLY
4 SETS

4 EASIER
4 EXPECTANCY
4 FEES
4 GEOGRAPHIC
4 GULD
4 HIGHEST
4 LABELING
4 LEVER
4 LOUIS
4 M.P.
4 MUSIC
4 NOTED
4 PLYROLL
4 PERFORMED
4 POSTMARK
4 PURCHASE
4 REASON
4 RECOGNIZED
4 REPLENISH
4 REVIEWED
4 SEALING
4 SENDING
4 SIGHT
4 SUBDIVISIONS
4 TERMINOLOGY
4 VERIFYING
4 VOUCHER
4 WIT
4 ZERO
4 IF
4 CONCERNING
4 FOLDED
4 LEARNED
4 POLICY
4 REPRODUCE
4 SOLD

4 EIGHT
4 EXPEDITIOUS
4 FEET
4 GEOGRAPHICAL
4 GOVERNMENTS
4 I-44
4 LEAD
4 LIFE
4 MATTER'S
4 PASSING
4 PUNITATED
4 NY
4 PENALTY
4 PERFORMING
4 POSTMARKED
4 QUALIFY
4 REASONABLE
4 REGISTER
4 REPUTABLE
4 ROOMS
4 SPALS
4 SENDS
4 SINCE
4 SUPERVISORS
4 TOTALLY
4 VITAL
4 WANT
4 WITHDRAW
4 ZULL
4 USE
4 CENSIST
4 FEASIBILITY

4 LOCATED
4 PUBLISHER
4 RETURNING
4 SUSPECTED

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BATIC

BARTICLE

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BINED

BGNMENT

BLERK

HW

DBUGH

FB

HEADQUARTERS

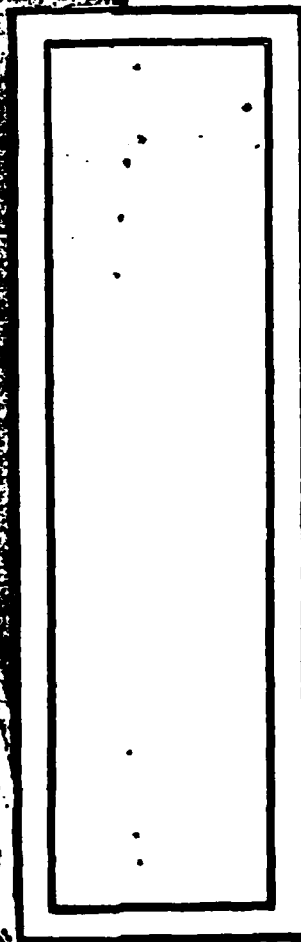
UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

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	1	CAMP/DT0/4476	
3	3	CAMP/4476/CTD	
4	4	CAMP	
14	14	CARDY	
20	20	GRACE	
2	2	HAZEL	
2	2	JEANIE	
41	41	JF	
2	2	JR41652	
1	1	JLO	
7	7	LISA	
2	2	M B PERSON	
2	2	PEV	
23	23	RUSE	
9	9	SALLY	
24	24		
70	70	11 4 V4	
1	1	11	
2	2	30560	
2	2	30747	
2	2	41654	
2	2	8 YBR	
5,4,0	5,4,0	BASED	
2	2	BASIC	
11	11	BT	
4	4	BEFORE	
13	13	BEGIT	
4	4	BEGINNING	
2	2	BEMED	
2	2	BRANCH	
2	2	C UOIMPLETE	
2	2	CANCELLATION	
2	2	CASE	
2	2	CATALOG	
2	2	CERTIFIED	
50	50	CHECK	
2	2	CLAIM	
10	10	CLAIMS	
2	2	COLLECT	
2	2	CLM	
			DPLETE

2	COMPARE
2	COMPLETE
15	COMPLETE
15	COMPLETE
2	CONTAINER
2	COORDINATE
5	COPIES
10	COPY
1	CORRESPONDENCE
9	COST
2	COUNT
4	CUSTOMERS
2	DA
2	DAMAGE
6	DATE
2	DELIVER
1	DELIVERED
1	DESTROY
10	DETACH
52	DETERMINE
1	DISPATCHED
4	DISPOSE
2	DISPOSED
2	DIVISION
9	DL
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	NAME
5	NEED

1	KEEP	
2	LABEL	
4	LEAVE	
3	LETTERS	
2	LINE	
10	LIST	CD
2	LIST	
2	LOSS	
2	MAIL	
2	MAILERIS	
2	MAINTAIN	
20	MAKE	
2	MAY	
14	MULTIPLE	
2	NAME	
2	NAMES	
2	NATURE	
2	NO	
2	NOT PAYABLE	
2	NOTE	
3	NUMBER	
12	NUMBER	
2	PAID	
2	PAYABLE	
2	PAYEE	
2	PAYMENT	
2	PHOTOSTATS	
11	PLACE	
2	PUSIBLE	
2	POSTAGE	
2	POSTMARK	
2	POUCH/SACK	
26	PREPARE	
4	PREVIOUS	
2	PROCEDURES	
17	PROCESS	
4	PROPERLY	
12	PS	
2	PURCHASER	
3	RECEIVED	
2	REGISTERED	
2	REGISTRATION	
2	REMEMBER	
3	REMOVE	
2	REPAIRED	

2	REPORT
2	REQUIRE
2	REST
2	RESTRICTED
2	RETAINED
2	RETURN
2	RETURNED
2	RETURN
2	ROUTE
2	SALES
1	SCREEN
1	SEAL
2	SEARCH
2	SECTION
2	SEE
5	SEND
2	SENDER
2	SEPARATE
12	SET
12	SIGN
2	SUIT
2	SUTTING
2	SPACE
12	SPECIAL
2	STAMP
4	STATEMENT
2	SUMMIT
2	TAKE
2	TEC
2	THE
2	THIRD
2	TIE
2	TIES
2	TIME
7	TU
2	TRANSFER
2	TRANSIT
54	TYPE
41	WHEN
2	WHENEVER
2	WHILE
2	WHITE
20	1
12	BASE
2	XO 1

2	BEGINNING
2	BRANCH
2	CHECK
2	COLLECT
2	COPY
1	DUPLICATE
2	FIXED
6	FILE
4	FOR
2	FORWARD
3	KEEP
2	LEASE
2	LINE
2	MAKE
2	MUCH
2	NOTES
4	NOTE
2	NUMBER
2	ENVELOPES
2	PACKAGE/DOCUMENT
4	PERFORMANCE
3	PS
2	REFER
4	REFERENCES
2	SECTION
11	SEE
1	SEND
2	SORTING
2	TMT
2	1
10	10
4	11
2	12
2	13
4	14
10	2
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2	380-5
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3	5
2	6
6	7

1	9	
4	9	
1	BACKSTAMP	
63	65	
2	C	VBELLECT
5	CANCEL	
32	CHECK	
11	CULLECT	
4	COMPLETE	
34	CONTAIN	
2	CONTROL	
2	COUNT	
6	DA	
5	DETERMINE	
2	DIVIDE	
2	DOCUMENT	
2	DLD	
2	DOMESTIC	
2	CORING	
4	FILE	
2	FROM	
2	FULLY	
4	FURNISH	
6	GIVE	
42	GIVEN	VBAVE
2	HI	
23	HAVE	
2	HELP	
2	LETTER	
2	LIMITED	
15	LIST	
5	MAINTAIN	
2	MARKED	
3	MPLT	
2	PACKAGE	
2	PERSONALLY	
4	PLACE	
2	PLACED	
2	PLST	
2	PREPARE	
6	PREPARED	
2	PRINT	
2	PRINTED	
5	PROPERLY	

[illegible]

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2	5100			
2	5120			
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2	520			
2	5200			
4	5300			
1	5400			
2	55			
2	5500			
4	=	F=6	G=6	H=6
2	A			+
954	+	ABBREVIATE		
4	+	ABBREVIATION		
74	74	ABBREVIATIONS		
3	3	ADULT		
43	43	ADVE		
5	5	ADVICE		
2	2	ADVICES		
7	7	ABSENT		
2	2	AC	CB 1	
2	2	AC +	CBCOUNTABLE	
2	2	ACC		
2	2	ACCI		
2	2	ACCE		
2	2	ACCE	XBSS	
0	0	ACCEPT		
3	3	ACCEPTABLE		
2	2	ACCEPTANCE		
2	2	ACCEPTED	80	
63	63	ACCEPTED		
12	12	ACCEPTING		
2	2	ACCEPTS		
2	2	ACCES	XAS	
76	76	ACCESS		
2	2	ACCIDENT		
4	4	ACCOMMODATE		
2	2	ACCOMMODATES		
3	3	ACCOMMODATED		

17	ACCOMPANY	
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2	ACCOMPLISH	
1	ACCORDANCE	
1	ACCORDING	
1	ACCOUNT	STABILITY
12	ACCOUNT	
2	ACCOUNTA	XMBLE
2	ACCOUNTING	CABLE
2	ACCOUNTABILITY	
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161	ACCOUNTABLE	
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2	ACCOUNTS	
1	ACCURACY	
2	ACCURATELY	
2	ACKNOWLEDGED	
2	ACKNOWLEDGES	
2	ACKNOWLEDGE	
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42	ACTION	
24	ACTIONS	
14	ACTIVE	
4	ACTIVITIES	
2	ACTIVITY	3
27	ACTIVITY	
17	ACTUAL	
2	AD	ADDITIONAL
2	AD	ADDRESS
2	AD- DRESSEE	
2	ADD	
8	ADDED	
12	ADDING	
2	ADDITION	B
10	ADDITION	
41	ADDITIONAL	BESS
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2	ADDRESS	LABEL
2	ADDRESS	CORE
2	ADDRESS	FH
231	ADDRESS	
1	ADDRESSE	80
41	ADDRESSED	
2	ADDRESSEE	80S

105	ADDRESSEE	
1	ADDRESSEES	
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77	ADDRESSES	
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2	ADJACENT	
2	ADMINISTRATION	ADMINISTRATION
13	ADMINISTRATIVE	
2	ADMINISTRATOR	
3	ADVISE	
2	AF	VOTER
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6	AGREES	
2	ALERT	
215	ALL	PURPOSE
2	ALL-	PURPOSE
12	ALL-PURPOSE	
2	ALLEGED	
2	ALLOW	4
7	ALLOW	
2	ALLOWED	
2	ALL-PURPOSE	
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3	ALONG	
6	ALPHABETICAL	
4	ALREADY	
46	ALSO	
2	ALTERATIONS	

2	ALTERED	
2	ALWAYS	
2	APPEND	
3	APP	
2	AND	BURTS-
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120	AMOUNT	
4	AMOUNTS	
2	AN	BD
2	AN	99D
2	AN	HBD
203	AN	
2	AN	BD
2	AND	AR
2	AND	CB
2	AND	CB 1
1,941	AND	
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47	AND/OR	
2	AND	VRATED
13	ANIMATE	
6	ANIMATE	
4	ANIMATION	
2	ANNUCE	
4	ANNUALLY	
23	ANOTHER	
4	ANY	
173	ANY	
2	ANY	B
2	ANY	VB
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52	APUS	
1	APC	
2	APD	B
127	APC	
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6	APPEAR	
8	APPEARS	
52	APPENDIX	
38	APPLICATION	
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2	APPLIED	
7	APPLIES	
40	APPLY	

11

[illegible]

34J	AS
J	ASCENDING
4	ASK
6	ASKS
2	ASPECTS
	or aspects
16	ASSEMBLE
15	ASSEMBLED
2	ASSEMBLY
2	ASSI
2	ASSIGN
	VBD
2	ASSIGN/
9	ASSIGNED
2	ASSIGNMENT
2	ASSURE
2	AT
	BRE
2	AT
2	OD
2	OB
2	AT
2	ATTN
17	ATTACH
	IBON
23	ATTACHED
2	ATTENT
2	ATTENTION
11	ATT.
2	ATTORNEY
	VARTICLE
1	Awaiting
4	AWARDS
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2	A7
61	B
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2	B1
2	CHANGED
2	CHE
2	CHU
	EBCCK
2	HL
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44	BLANK
104	BLACK
39	BLACKS
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2	BY
2	BYEL
2	BYEY

12	BRAICH
2	BRANCHES
2	BACHED
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2	BRESSION
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22	BREVITY
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2	BTIF
2	BTIFY
2	BTIONS
2	BTADL
2	BZ
2	BZ
6	C
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2	CG
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43	CHARGE
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2	CHARNELS
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2	CHAPTERS
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2	CHARGES
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2	CHENPER
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112	CHECK
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75	CLAIM	
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2	CLAIMS 2	
51	CLAIMS	
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4	CLASSES	
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2	CL	
10	CIT	
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2	CROSS	
24	U	
2	UC	
61	DU	
44	UF	
104	DNM	
32	DNKFT	
4	DNKFTER	
3	DNK..	
2	DNKWER	
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
12 ENVELOP
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

6	FR	
2	FRG	
2	FRAGMENTS	
2	FRANCIS	REFER
2	FRANCIS	
2	FRD	BDM
2	FREELY	
2	FREQUENTLY	
2	FRLI	ARM
2	FROD	E HB
251	FRUM	
26	FRUNT	
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3	GUT	
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3	GRAD	
4	GRANTEES	
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2	GREENHICH	
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4	GROSS	
2	GROUP	
2	GROUPS	
2	GULL	
4	GULL	
3	H	
33	I	
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84	ID	
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52	IMPRESSION	
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2	IN	PBTD
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1032	IN	BOORSE
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3	INCLUDE	
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11	INDIVIDUAL	
2	INDIVIDUAL/FIRM	
4	INDIVIDUALS	

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2	INDORS	
43	INDORSE	
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4	INDORSEE	
72	INDORSEMENT	
29	INDORSEMENTS	
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2	INFANTRY	
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2	INFO	IGRATION
4	INFO	
4	INFURN	
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128	INFORMATION	
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2	INSID	URE
33	INSIDE	
2	INSIDE/OUTSIDE	
2	INSPECTION	
4	INSPECTIONS 3	
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2	INSPECTOR	
3	INSPECTORS	
3	INSTALLATION	
2	INSTALLATIONS	
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5	INSTRUCTIONS	
3	INSTRUCTIONS	
1	INSTRUCTIONS	
2	INSTRUCTIONS CF	

2	INSTRUCTIONS SITIO ⁿ
19	INSTRUCTIONS 2
2	INSTRUCTIONS 3
73	INSTRUCTIONS
2	INSTRUCTOR
0	INSUFFICIENT
10	INSURANCE
2	INSURANCE/REGISTRATION
2	INSURANCE/REGISTRY
20	INSURE
2	INSURED
100	INSURED MAIL
3	INSURED/REGISTERED
2	INSURING
2	INTERFERED
2	INTENTIONALLY
2	INTERCOMAND
2	INTERIM
+	INTERMEDIATE
3	INTERNAL
2	INTERNALLY
2	INTERNET
63	INTERNATIONAL BIOGRAPHICAL
2	INTERNATIONAL-DESTINED
6	INTERSECTING
2	INTERSECTION
14	INTO
2	INTRA-OFFICE
4	INTRACOMMAND
2	INTRUSIVE
2	INTRODUCTION
2	INVALID
2	INVENTORIES
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2	INVESTIGATIONS
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2	IRREGULARITIES
2	IS
977	IS
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26	ISSUED
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19	ISSUING
393	IT

20	ITEM	
77	ITEMS	
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4	ITSELF	
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2	JIN	
2	KHMER	
23	KNOW	
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23	KHON	
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2	OF	IB
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1	OFFICERS/PCSTAL	
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2	OFFICLS	
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42	OFFICIAL	
2	OFF	FBI TACT
2	OFF	FBI EN
2	OFFEN	
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2	OLDY	
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2	OLD PS	
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2	OLD	8
1	OLD-THE-JUB	
5	OLDICE	
102	OLD	
2	ONES	
2	ONL	8BY
2	ONLY	EB
157	ONLY	
2	OPAUQE	
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43	OPERATING	
2	OPERATION	
2	OPERATIONAL	
6	OPERATIONS	
2	OPERATORS	
2	OPLAN	
6	OPTION	
2	OR	AR
2	OR	BCER
890	OR	
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2	ORFO	
2	ORFO	6
264	ORDER	

2	SPDR-RELATED	
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2	ORDERS	
5	ORDERS' CONDITIONS	
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135	ORDERS	
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23	ORGANIZATION	
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2	ORGANIZATIONS	
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70	ORIGINAL	
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21	ORIGINATOR	
2	ORIGINATORS	BNAL
2	ORIGIS	
2	USP	
4	USPS	
2	UTH	
2	UTM	BER
100	UTHER	
4	UTHERWISE	
2	UTMG	BER
2	UUN	
2	UW	OPERATIONAL
2	FC	BARAGRAPH
2	PHILATELIC	
2	PHONE	
2	PHOTO	
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	
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0	PLUS	
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2	PRIC	BBEDE
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2	PREFEPAHLY	
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2	PREPAR	PBE
0	PREPARATION	
44	PREPARE	
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43	PREPARED	
2	PREPARES	
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12	PREPARING-AGENCY	
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2	PRESENTING	
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13	PRESSURE	
0	PREVENT	
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3	PREVIOUSLY	
2	PRICE	
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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		
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2	PROHIBIT		
4	PROHIBITIONS		
2	PROMOTION		
2	PROPT		
5	PROFITLY		
2	PROOF		
2	PROP	BERLY	
27	PROPER		
67	PROPERLY	AECTIVE	
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2	PROT		
5	PROTECT		
4	PROTECTED		
10	PROTECTION		
6	PROTECTIVE		
2	PROV	BIDE	
2	PROV*	VOID	
3	PROVILE		
67	PROVILED		
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2	PROVILING		
4	PROVISIONS 16		
2	PROVISIONS 3		
2	PROVISIONS		
2	PS	Yd	
340	PS		
9	R		
7	RMO		
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127	S		
2	SCF		
2	SCHEDULED		
1	SCHEME		
9	SCHEMES		
3	SF		
4	SFO-SEA		
2	SH	60W	

47	SHEET	
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32	SHOULD	
27	SHOWN	
3	SIGHTING	
45	SHOWN	
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4	SLICE	
10	SLIP	
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6	SLUT	
12	SLOTS	
39	SMALL	
4	SNL	
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44	SPACE	
2	SPACED	
34	SPACES	
14	SPACING	
42	SPECIAL	
4	SPECIFIC TYPES	
10	SPECIFIC	
5	SPECIFICALLY	80
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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	
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0	STATEMENT	
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120	STEP	
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2	STEPS	RTHE
2	STEPS	8
100	STEPS	
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2	SILL	
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4	STORING	
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2	TH	8 1
2	TH	
2	TH	MDAT
2	TH	RE
2	TH	VBE
2	TH	RE
2	TH	

2 TH VBE
2 TH FBE
2 TH VBE
2 TH W HBE
1 TH BE

2 TH AE
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2 TH FB 1
2 TH BE

THICKNESS

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2 TH BE
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2 TH BE
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2 TH YBT
2 TH ON
165 TH

250 THAT
2 THE XB
2 THE YB
2 THE
4 THE FORM

2 THE TOP 48
2 THE
2 THE
2 THE YB
5,327 THE

2 THE 38
2 THE B
2 THE B
4 THEFT
14 THEIR

57 THEN
2 THEN B
25 THEN
81 THERE
2 THEREFN

25 THUSE
43 THEY
2 THE3 B
2 THEFOLLOWS
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	
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10	TRACER	
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2	TRAINING	
2	TRANS- MISSIONS	
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2	TRANSACTIONS	
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6	TRANSIT	
10	TRANSITIAL	
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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	MBATILIAR	
2	UNFAMILIAR		
2	UNIDENTIFIED		
14	UNION		
2	UNIT		
67	UNIT		
1	UNIT/		
2	UNIT/ACTIVITY		
4	UNIT/SECTION		
5	UNITED		
34	UNITS		
3	UNIT/ACTIVITIES		
3	UNLOCKED		
24	UNLESS		
2	UNLOCK		
2	UNLOCKE	AD	
6	UNLOCKED		
12	UNNECESSARY		
2	UNNUMBERED		
1	UNOPERATED		
34	UNTIL		
14	UNUSED		
2	UP	BCN	
28	UP		
4	UP-TO-DATE		
14	UPON		

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	
2	USC	
2	USC	
13	USC	
20	USC	
2	USC	
111	USC	
4	USC	
15	USC	
22	USC	
20	USC	
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2	USC	
2	USC	
10	USC	
11	USC	
2	USC	
8	USC	
3	USC	

BITH

2 W2
2 X
2 V
2 Z

WORD FREQUENCY DISTRIBUTION
FREQUENCY/WORD

FREQUENCY/WORD

69 27 THE	5,469	2,409	1,941	AND
10 3. IF	994	977	892	AR
11 10 OK	694	685	607	ARTICLE
12 11 AT	351	340	340	PS
13 12 ARE	251	269	264	ORDER
14 13 THAT	241	231	216	ALL
15 14 UPS	201	197	194	BLOCK
16 15 S	187	173	172	ENTER
17 16 THAT	164	161	157	ONLY
18 17 THIS	155	147	135	ORDERS
19 18 WHEN	124	128	127	APU
20 19 STEP	121	112	111	WHICH
21 20 CHAPTER	105	106	106	STEPS
22 21 TO	105	102	100	OTHER
23 22 STANDARD	93	90	86	CLAIM
24 23 I	82	82	82	STAMP
25 24 THESE	80	78	77	ADDRESSES
26 25 ITEMS	75	76	74	ABBREVIATIONS
27 26 INSTRUCTIONS	72	70	68	PROPERLY
28 27 PROVIDED	67	64	63	ACCEPTED
29 28 WHENEVER	63	62	62	INCHES
30 29 SPECIAL	61	61	61	INCLUDE
31 30 THROUGH	61	60	60	ENVELOPE
32 31 CLAIMS	54	54	54	TYPE
33 32 INFORMATION	52	52	52	INCLOSURES
34 33 CAMP	50	50	49	AFTER
35 34 GROUP	48	48	48	INTERNATIONAL
36 35 ADDRESS	46	46	46	SHOWN
37 36 TALKING	44	44	44	SPACE
38 37 TIME	43	43	43	OPERATING
39 38 ACTION	42	42	42	OFFICIAL
40 39 ON	41	41	41	ADDRESSED
41 40 APPLY	39	39	39	G
42 41 SMALL	39	38	38	ORGANIZATION
43 42 POWER	36	36	36	AGAINST
44 43 ASSEMBLED	36	36	36	UNDER
45 44 I SAW	34	34	34	SPACES
46 45 I SAW	33	33	32	CHECK
47 46 UNIT	32	32	31	PRIORITY
48 47 PREPARED	29	29	29	UNLESS
49 48 USING	28	28	28	UP
50 49 SHOW	27	27	27	ACTIVITY
51 50 SHOW	26	26	26	CLERKS
52 51 SHOW	26	26	26	OBTAIN
53 52 SHOW	25	25	25	IMMEDIATELY
54 53 SHOW	24	24	24	CLERK
55 54 SHOW	24	24	24	PROCEDURES
56 55 SHOW	23	23	23	KNOW
57 56 SHOW	22	22	22	INCLUDING

W" FREQUENCY DISTRIBUTION
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21	PROCESSING	22	WHITE	21	ENTRIES	21	ORIGINATOR
20	GRACE	20	1	20	ADDRESSEES	20	CLASSIFICATION
19	ISSUE	19	ISSUE	20	STABLE	20	STOCK
18	INITIALS	18	INITIALS	19	INSTRUCTIONS 2	19	ISSUING
17	PREPARING	17	10	18	ENTRY	18	IDENTIFY
16	TRANSPORTATION	16	PREPARING	10	PRESSURE	18	STATE
15	COMPANY	15	TRANSPORTATION	18	WRITE	17	PROCESS
14	OFFICER	14	COMPANY	17	ACTUAL	17	IMPROPERLY
13	COMPUTE	13	OFFICER	16	HAVE	17	PROCESSED
12	ADDITION	12	COMPUTE	16	APDS	16	LIST
11	CLAIMANT	11	ADDITION	16	EDGE	16	ASSEMBLE
10	PRESENCE	10	CLAIMANT	16	STATES	16	ENTERED
9	PRESENT	9	PRESENCE	15	PHILE	16	TCC
8	MULTIPLE	8	PRESENT	14	SPECIAL	14	CANDY
7	CHANGES	7	MULTIPLE	14	ACCOUNTED	14	ACTIVE
6	INTO	6	CHANGES	14	ENDING	14	INCLUDED
5	THEIR	5	INTO	14	ORDINARY	14	SPACING
4	ADMINISTRATIVE	4	THEIR	14	UNION	14	UNUSED
3	INPRINTER	3	ADMINISTRATIVE	13	ADMINSTATE	13	CHECKS
2	WHERE	2	INPRINTER	13	PLACED	13	START
1	SET	1	WHERE	12	FLUJARD	12	NUMBER
	ACCOUNT		SET	12	SIGN	12	<6
	APPROXIMATELY		ACCOUNT	12	ADDTG	12	ALL-PURPOSE
	ESTABLISHED		APPROXIMATELY	12	BRA CM	12	CHAIN
	INQUIRIES		ESTABLISHED	12	ETC	12	GRADE
	ORIGIN		INQUIRIES	12	ITS	12	MMT
	SHEETS		ORIGIN	12	PRECLUDE	12	PREPARING-AGENCY
	UNCLASSIFIED		SHEETS	12	SLOTS	12	STAFF
	SEE		UNCLASSIFIED	12	UNNECESSARY	11	BE
	INDIVIDUAL		SEE	11	ATT	11	INDICATED
	CLAIMS		INDIVIDUAL	11	INITIAL	11	TRANSFER
	2		CLAIMS	10	CCPY	10	DETACH
	CREDITS		2	10	COLLECT	10	ATTACH
	FROM		CREDITS	10	ENVELOPES	10	ESTABLISH
	PRECEDED		FROM	10	INITIATED	10	OFF
	STORAGE		PRECEDED	10	PROTECTION	10	SLIP
	ROSE		STORAGE	10	TRACER	10	TRANSMITTAL
	CHECKING		ROSE	9	PREPARE	9	AGENCIES
	INDEXED		CHECKING	9	EFFECTS	9	ENTERING
	RETURN		INDEXED	8	FILE	8	LETTERS
	PLACE		RETURN	8	1	5	
	ACCORDING		PLACE	8	\$400	8	ABOUT
	ALONE		ACCORDING	8	ADD	8	ADDED
	APPEARS		ALONE	8	ALL G	8	ALREADY
	ASCENDING		APPEARS	8	APPROVED	8	AREAS
	CHANGED		ASCENDING	8	ASSEMBLY	8	ASSIGNED
	IN-TURN		CHANGED	8	CHECKLIST	8	CLASSES
	INSURED/REGISTERED		IN-TURN	8	INDICATES	8	INSTALLATION
			INSURED/REGISTERED	8	MATERIAL	8	ON-THE-JOB

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DATE 80260 1212 PAGE
FREQUENCY/WORD

FREQUENCY DISTRIBUTION
FREQUENCY/WORD

PROJSTATS	PREPRINTED	PREVIOUSLY	PRINTING
PROVIDE	R	8 SLIPS	STANDARDS
STAPLED	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
3	MAINTAIN	6 PREPARED	SIGN
5	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	SNL	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 PIR	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	SHUWING	3	UNITS/ACTIVITIES	3	UNKNOWN	3
8	2	8	2	CAMP-4476-DTD	2	HAZEL	2
JN41692	2	JN41692	2	" 8	2	P BPERSEN	2
36747	2	36747	2	41554	2	8 YBR	2
BEHIND	2	BEHIND	2	CATALOG	2	C UNOMPLETE	2
CASE	2	CASE	2	COU	2	CERTIFIED	2
COLLECT	2	COLLECT	2	COORDINATE	2	COMPARE	2
CONTAINER	2	CONTAINER	2	DELIVER	2	COUNT	2
DAMAGE	2	DAMAGE	2	FAILURE	2	DISPOSED	2
DOO	2	DOO	2	GIVEG	2	FEE	2
FOLLOW	2	FOLLOW	2	LINE	2	HARD-CANCELING	2
LEAVE	2	LEAVE	2	MAILER'S	2	LIST% CB	2
MAIL	2	MAIL	2	MAILER'S	2	MAINTAIN	2
NAME	2	NAME	2	MAILER'S	2	NATURE	2
UNPAYABLE	2	UNPAYABLE	2	NOTE	2	PAID	2
PAYEE	2	PAYEE	2	PAYMENT	2	PHOTOSTATS	2
POSTAGE	2	POSTAGE	2	POSTMARK	2	PROCEDURES	2
REGISTERED	2	REGISTERED	2	REGISTRATION	2	REMEMBER	2
REPORT	2	REPORT	2	REQUIRE	2	RESTR	2
ROOM	2	ROOM	2	ROUTE	2	SEARCH	2
SEE	2	SEE	2	SENDER	2	SEPARATE	2
SORTING	2	SORTING	2	SPACE	2	TAKE	2
TIE	2	TIE	2	TIPS	2	TIME	2
TRANSMIT XB 1	2	TRANSMIT XB 1	2	WHENEVER	2	WHILE	2
BASI	2	BASI	2	BEGINNING	2	BRANCH	2
COLLECT	2	COLLECT	2	COPY	2	FIXED	2
LEASE	2	LEASE	2	LINE	2	MAKE	2
WARDS	2	WARDS	2	NUMBER	2	NVELOPES	2
REFER	2	REFER	2	SECTION	2	SORTING	2
13	2	13	2	20	2	21	2
380-5	2	380-5	2	41240	2	6	2
CUNTRUL	2	CUNTRUL	2	COUNT	2	DIVIDE	2
DOO	2	DOO	2	DURING	2	FROM	2
MI VBAVE	2	MI VBAVE	2	HELP	2	LETTER	2
MARKED	2	MARKED	2	PACKAGE	2	PERSONALLY	2
POST	2	POST	2	PRINT	2	PRINTED	2
PS	2	PS	2	REPORT	2	REQUEST	2
REQUIRING	2	REQUIRING	2	RETAIN	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