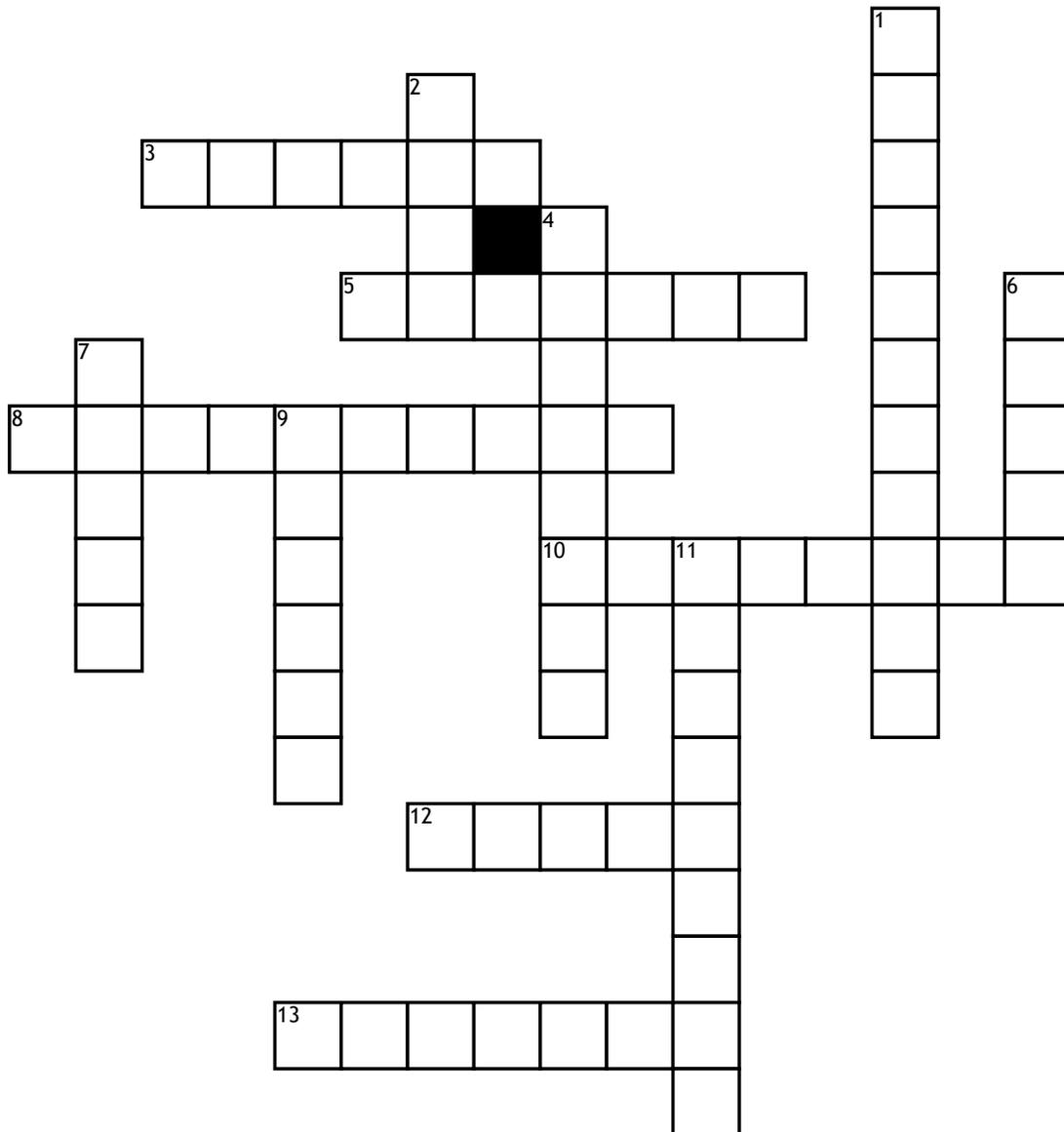


# Communication Skills



## Across

**3.** Specialized terms used in a specific industry.

**5.** Letters and numbers that lean to the right rather than stand straight up.

**8.** Express something heard or read using different words

**10.** A source of detailed or specific information placed at the end of a section, chapter, or a book

**12.** Information shown as a picture or chart.

**13.** Large, vertically aligned dots that highlight items in a list

## Down

**1.** A written order by the owner of a project for the contractor to make a change in time, amount, or specifications

**2.** The type style used for letters and numbers.

**4.** An alphabetical list of terms and definitions.

**6.** An alphabetic list of topics, along with the page numbers where each topic appears.

**7.** A way to present important text and numbers so they can be read and understood at a glance.

**9.** A legal document that allows a task to be undertaken

**11.** A written list that identifies deficiencies requiring correction at completion.