

# Consumer, Workplace, and Public Documents

## Academic Vocabulary

These are the terms you should know as you read and analyze the selections that follow.

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**Consumer documents** Documents used in the selling and buying of products. Many consumer documents, such as warranties, protect the rights of the purchaser and the seller. Other consumer documents include advertisements, contracts, instruction manuals, and product information.

**Public documents** Documents that inform the public. Public documents are created by governmental, social, religious, or news-gathering organizations. They include safety information, government regulations, schedules of events, explanations of services, and newspaper items.

**Workplace documents** Documents used in offices, factories, and other work sites to communicate information. These include business letters, contracts, instruction manuals, memorandums, and safety information.

**Technical documents** Documents used to explain or establish procedures for using technology, such as mechanical, electronic, or digital products or systems. Technical documents include how-to instructions, installation instructions, and instructions on carrying out scientific procedures.

**Functional documents** Any documents prepared for a specific function, such as consumer, public, workplace, and technical documents.



### For Further Information . . .

- Be sure to see Collection 12 in *Elements of Literature*, beginning on page 1059.

