# Chapter 4 Self-Check Answers

## Rule 5 Self-Check

Steps 1 and 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Filing Segment** | **Order** | **Key Unit** | **Unit 2** | **Unit 3** | **Unit 4** |
| a. | Father Tom | 3 | Father | Tom |  |  |
| b. | Ms. Rosalie Torres, CRM | 10 | Torres | Rosalie | CRM | Ms |
| c. | Mrs. Darlene Talbot, DVM | 9 | Talbot | Darlene | DVM | Mrs |
| d. | Doctor Dee’s Delivery  | 1 | Doctor | Dees | Delivery |  |
| e. | Governor Talbot’s Construction Co. | 5 | Governor | Talbots | Construction | Co |
| f. | Father Steven Gerzinski | 4 | Gerzinski | Steven | Father |  |
| g. | Grandfather Ben’s Recycling | 6 | Grandfather | Bens | Recycling |  |
| h. | Queen Anne II | 8 | Queen | Anne | II |  |
| i. | Mom’s TLC Services | 7 | Moms | TLC | Services |  |
| j. | Ms. Karen Farthing, PhD  | 2 | Farthing | Karen | PhD | Ms |

Step 3

a. The Magic Shop

 Maggie’s $ Saver No, *Maggies* comes before *Magic*

b. Robert Norberg, Sr.

 Robert Norberg, Jr. No, *Jr* comes before *Sr*

c. Mrs. Carmen Libby

 Lady Liberty Realty No, *Lady* comes before *Libby*

d. ABC Rentals, Inc.

 Allied Chemical Co. Yes

e. MVP Pizza Shop

 Mrs. Marvis Miller No, *Miller* comes before *MVP*

f. Red Hot Tamales

 Red Hat Shop No, *Hat* comes before *Hot*

g. LMNO Shipping Co.

 L & N Appliance Repair No, *L* by itself comes before *LMNO*

h. Sharon’s “Of Course”

 Miss Sharon Oest No, *Oest* comes before *Sharons*

i. The Office King

 The Office Doctor No, *Doctor* comes before *King*

j. I-Net, Inc.

 I-Freenet Company No, *IFreenet* comes before *INet*

Step 4

|  |  |  |  |
| --- | --- | --- | --- |
| a. |  2 31. Closets / by / Elizabeth  3 22. Dr. / Claudia / Carter 3 23. Admiral / Tristan / Chandler | d. |  4 2 31. Mayor / Miranda / A. / Moore 2 2. Miranda’s / Hobbies 2 3 43. Miranda / A. / Moore, / MD |
|  | Answer: 2, 3, 1  |  | Answer: 2, 1, 3 |
| b. |  3 41. Senator / Alex / Hatfield 2 32. Hatfield’s / Department / Store 3 23. Ms. / Margaret / Hayes |  e. |  2 31. Richard / Pope, / Jr. 2 2. Theresa / Pope 2 33. Richard / Pope, / Sr. |
|  | Answer: Correct 1, 2, 3 |  | Answer: 1, 3, 2 |
| c. |  4 2 31. Ms. / Linda / Podany, / CRM 4 2 32. Mr. / Daniel / Potter, / CPA 2 33. Maria / Podany, / DDS | f. |  3 2 1. Sen. / Carroll / Guest 3 2 2. Rep. / Carroll / Guest 3 2 3. Ms. / Carol / Guest  |
|  | Answer: 1, 3, 2 |  | Answer: 3, 2, 1  |

### Rule 6 Self-Check

Step 1

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Filing Segment** | **Order** | **Key Unit** | **Unit 2** | **Unit 3** | **Unit 4** |
| a. | D’Arcy & Davis Consultants | 1 | DArcy | and | Davis | Consultants |
| b. | Ms. Syndi LaJoi, RD | 3 | LaJoi | Syndi | RD | Ms |
| c. | McLean’s Web Design | 6 | McLeans | Web | Design |  |
| d. | Mr. James Van Dyke | 10 | VanDyke | James | Mr |  |
| e. | Pamela St. John, CPA | 9 | StJohn | Pamela | CPA |  |
| f. | Ms. Maureen O’Boyle | 7 | OBoyle | Maureen | Ms |  |
| g. | Eleanor K. DeLacy | 2 | DeLacy | Eleanor | K |  |
| h. | Mr. Mitchell Ste. John | 8 | SteJohn | Mitchell | Mr |  |
| i. | Gov. Tom McCall | 5 | McCall | Tom | Gov |  |
| j. | McAdam’s Paving Co. | 4 | McAdams | Paving | Co |  |

## Rule 7 Self-Check

Steps 1 and 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. | 1. |  2 3Lady / Bug / Enterprises | d. | 1. |  2Marsha / Mc Beth |
|  | 2. |  2 3Denise / J. / LaMonte |  | 2. |  2Marsha / McBath |
|  | 3. |  2 3LaMonte / Beauty / Shop |  | 3. |  2 3 410 / Minute / Lube / Shop |
|  |  | Answer: 1, 3, 2 |  |  | Answer: 3, 2, 1 |
|  |  |  |  |  |  |
| b. | 1. |  2 350(Percent)% / Discount / Shop | e. | 1. |  2 3Mackenzie / M. / Minten |
|  | 2. |  2 3V / Roman / Way |  | 2. |  2 3McKenzie / 500 / Realty |
|  | 3. |  2 3 4 521st / Century / & / Beyond / Shop |  | 3. |  2 3 4McKenzie / and / Eft / Realty |
|  |  | Answer: 3, 1, 2 |  |  | Answer: 2, 3, 1 |
|  |  |  |  |  |  |
| c. | 1. |  2 3 4Labels / 4 / All, / Inc. | f. | 1. |  2 3Ralph / DaCosta, / Sr. |
|  | 2. |  2 3Lawrence / LaBerge, / DVM |  | 2. |  2 310 / Minute / Delivery |
|  | 3. |  2Patricia / La Belle |  | 3. |  2 3Ralph / DaCosta, / Jr. |
|  |  | Answer: 3, 1, 2 |  |  | Answer: 2, 3, 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| g. | 1. |  2 3(Number)#1 / Delivery / Express | i. | 1. |  2Daniel / Van de Bos |
|  | 2. |  2 3A-1 / Auto / Sales |  | 2. |  2 3Venture / Tours, / Inc. |
|  | 3. |  2 310 # (Pound) / Line / Shop |  | 3. |  2Matthew / Van der Sluys |
|  |  | Answer: 3, 2, 1 |  |  | Answer: 1, 3, 2 |
|  |  |  |  |  |  |
| h. | 1. |  2 3One / Dollar / Store  | j. | 1. |  24-5-6 / Nursery |
|  | 2. |  2 3#(Number)1 / Sports / Gear |  | 2. |  2 3Four / Corners / Bistro |
|  | 3. |  2 3 45-7-9 / Petites / 2 / Go |  | 3. |  2 3 4 54 / Movers / and (&) / A / Truck |
|  |  | Answer: 3, 2, 1 |  |  | Answer: 3, 1, 2 |

## Rule 8 Self-Check

Steps 1 and 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Filing Segment** | **Order** | **Key Unit** | **Unit 2** | **Unit 3** | **Unit 4** |
| a. | National Business Education Association | 4 | National | Business | Education | Association |
| b. | Immaculate Heart Catholic Church | 3 | Immaculate | Heart | Catholic | Church |
| c. | Church of Religious Science | 2 | Church | of | Religious | Science |
| d. | St. Paul’s Episcopal Church  | 7 | StPauls | Episcopal | Church |  |
| e. | St. Thomas’s Lutheran Church | 8 | StThomass | Lutheran | Church |  |
| f. | Temple Sinai  | 9 | Temple | Sinai |  |  |
| g. | Quran Foundation | 6 | Quran | Foundation |  |  |
| h. | ARMA International | 1 | ARMA | International |  |  |
| i. | University of Utah Hospital | 10 | University | of | Utah | Hospital |
| j. | New Mexico State University | 5 | New | Mexico | State | University |

Step 3

a. **International Webmasters Association** No, *Association* comes before *Webmasters*

 International Association of Organ Donation

b. United Cerebral Palsy

 United Four Wheel Drive Associations Yes

c. Association of American Publishers

 American Society for Training & Development No, *American* comes before *Association*

d. World Federation of United Nations Associations

 World Federation of Personnel Management Association No, *Personnel* comes before *United*

e. Union of Needletrades, Textiles and Industrial Employees

 United Food and Commercial Workers International Union Yes

## Rules 5-8 Self-Check

Steps 1 and 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Filing Segment** | **Order** | **Key Unit** | **Unit 2** | **Unit 3** | **Unit 4** |
| a. | 1st Methodist Church | 1 | 1 | Methodist | Church |  |
| b. | First National Bank | 4 | First | National | Bank |  |
| c. | First Baptist Church  | 3 | First | Baptist | Church |  |
| d. | The St. Paul Chronicle  | 10 | StPaul | Chronicle | The |  |
| e. | The Savannah Union Tribune | 7 | Savannah | Union | Tribune | The |
| f. | The New York Times | 6 | New | York | Times | The |
| g. | Sisters of Charity | 9 | Sisters | of | Charity |  |
| h. | The Seattle Post-Intelligencer | 8 | Seattle | PostIntelligencer | The |  |
| i. | Fountain of Youth Spa | 5 | Fountain | of | Youth | Spa |
| j. | 1 Stop Dry Cleaners | 2 | 1  | Stop | Dry | Cleaners |

Step 3

a. St. John’s Academy j. Grisvold McEwen, LLP

 St. John’s Church Yes Dr. Kevin M. McEvoy No, *McEvoy* comes before *McEwen*

b. 21st Century Gallery

 The 21 Club Yes

c. Astor Elementary School

 Astoria Community College Yes

d. Bai Tong Thai Cuisine

 Berbati Restaurant Yes

e. Center-Line Curtains

 Center Pointe Mill Works No, *Center* comes before *CenterLine*

f. Dr. June DeSimone

 Design-A-Weld Inc. No, *DesignAWeld* comes before *DeSimone*

g. Green Acres Kennels

 Ms. Towanda Greco No, *Greco* comes before *Green*

h. School of Arts and Crafts

 School of the Arts Yes

i. San Carlos Apartments

 Mr. Tatsumi Sanada No, *Sanada* comes before *SanCarlos*

### Cross-Reference Self-Check

Steps 1 and 2

|  |  |  |
| --- | --- | --- |
|  | **Coded Filing Segment** | **Cross-Reference (if needed)** |
| a. |  2 3Napen-Crawford / Fishing / Gear |  2 3CrawfordNapen / Fishing / GearSEE NapenCrawford Fishing Gear |
| b. |  2 3Lettson-Ridgeway / Antique / Cars |  2 3RidgewayLettson / Antique / CarsSEE LettsonRidgeway Antique Cars |
| c. |  2 3St.Peter’s / Episcopal / Church | No cross-reference needed |
| d. |  2 3 4 5Woody’s / Dog / and / Cat / Grooming | No cross-reference needed |
| e. |  2Tech-N-Go / Co. (a div. of Systems Solutions Corp.) |  2 3Systems / Solutions / CorpSEE TechNGo Co |
| f. |  2 3Northwest / Computer / Systems  |  2North / WestSEE ALSO Northwest |
| g. |  2 3Anchorage / Daily / News | No cross-reference needed |
| h. |  2Westpark / Aquarium | No cross-reference needed |
| i. |  2 3 4All / State / Supply / Co. | AllstateSEE ALSO All State |
| j. |  2 3Huong / Distribution, / Inc.(Thao Huong Distributing Company changed its name to) |  2 3 4Thao / Huong / Distributing / Company SEE Huong Distribution Inc  |