



Section 1 Guided Reading and Review The Federal Bureaucracy

A. As You Read

Fill in the outline below by answering the questions in the spaces provided.

What Is a Bureaucracy?

1. Name the three main characteristics of a bureaucracy and explain why each is important.

- a. _____
- b. _____
- c. _____

Major Elements of the Federal Bureaucracy

2. How does the Constitution make reference to a federal bureaucracy? _____

3. Which two departments does the Constitution anticipate?

- a. _____
- b. _____

The Name Game

Define the following titles of executive branch units and give one example of each unit. You may use section content and the chart on page 417.

- 4. department _____
- 5. agency _____
- 6. administration _____
- 7. commission _____
- 8. corporation/authority _____

Staff and Line Agencies

Define the following terms and give an example of each.

- 9. staff agency _____
- 10. line agency _____

B. Reviewing Key Terms

On a separate sheet of paper, use each key term in a sentence that shows the meaning of the term.

- 11. bureaucrat
- 12. administration

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