

# Glossary

## A

### Abstract

a concise overview of a text's most important points

### Abstract description

a description that uses theoretical and nonspecific terms

### Abstract noun

a noun that represents an idea, quality, or characteristic

### Academic writing

a text intended for instructors or students and often directed by specific prompts and requirements

### Academic writing process

a strategy that breaks up a writing assignment into five stages: pre-writing, drafting, revising, editing, and submitting

### ACE

an acronym (Appealing, Consistent, Easy to read) for thinking about the layout and design of a text

### Action verb

a verb that indicates physical or mental action

### Active voice

when a sentence is written so that the subject is performing an action

### *Ad hominem* fallacy

a logically flawed argument that attacks a person's character or reputation instead of their claims

### Adjective

a word that describes a noun or pronoun

### Adverb

a word that describes a verb, adjective, or another adverb

### Advertising literacy

awareness and analysis of the persuasive techniques used in advertising

### Agenda

a motive or plan

### Analysis

the process of interpreting something by examining its parts

### Anecdote

a long example told as a story

### Annotated bibliography

a list of informational entries for specific sources; each entry provides publication information and a brief description and evaluation

### Annotating

a strategy for indicating key information in a text

### Annotation

a note that provides explanation and/or commentary

### Antagonist

a type of character that causes opposition or conflict for the protagonist(s)

### Antecedent

the word that a pronoun renames

### APA style

a set of formatting and citation standards created by the American Psychological Association

### Apostrophe

a punctuation mark used for possessive nouns, contractions, and shortened numbers and words

### Appeal to *ethos*

a method of persuasion that emphasizes authority and trustworthiness

### Appeal to *logos*

a method of persuasion that emphasizes logic and reasoning

### Appeal to *pathos*

a method of persuasion that emphasizes emotion

### Appeal to tradition fallacy

a logically flawed argument that elevates past customs or patterns beyond reason

### Appositive

a noun or noun phrase that describes something

### Appraise

to determine the monetary value or worth of something

### Argument

a series of reasons intended to establish and support a point of view

### Assess

to determine the value of something by making a judgment

### Asynchronous interaction

communication that occurs at different times

### Audience

the person or people who receive and interpret an author's message

### Autobiography

a narrative written by the author about their own life

## B

### Bandwagon fallacy

a logically flawed argument that elevates the opinions and/or actions of the majority beyond reason

### Bias

a person's opinions and preferences

### Bibliography

a list of publication details for each source used in a text

### Biographical criticism

a type of literary criticism that considers the author's life and/or intentions

### Biography

a narrative of a person's life

### Block quotation

a quotation that is set apart from surrounding text and has special formatting requirements (depending on the research style)

### Block structure method

listing topics and relevant information on note cards or slips of paper to create a visual guide

**Body paragraphs**

the paragraphs between the introduction and conclusion of an essay that use supporting details to explore, explain, and/or prove the main idea(s)

**Brackets**

a pair of punctuation marks commonly used inside parentheses or quotation marks to add minor details to a sentence or insert text inside a quotation

**Brainstorming**

exploring and developing ideas

**Business letter**

a formal letter that is shared within a company or between a company and an external party

**C****Causal analysis**

an analysis that explains how events lead to outcomes

**Cause-and-effect essay**

an essay type that explores causal links between events, decisions, or situations and their consequences

**Cause-and-effect organization**

an organizational pattern used to explore events, decisions, or situations and their consequences

**Ceremonial argument**

an argument focused on the present, such as current values or ideas

**Character**

a person or thing, either imagined or real, that plays a role in a story

**Characterization**

describing a character in a convincing way

**Chronological order**

an organizational pattern that arranges ideas or events in the order that they occur (also known as sequential order)

**Claim**

a specific opinion about an issue or topic

**Classification essay**

an essay type that breaks down a topic or subject into various categories for analysis

**Cliché**

a popular phrase that has lost its original impact due to overuse

**Clickbait**

attention-grabbing and often misleading headlines or images intended to generate a high number of views or clicks

**Climax**

a story's point of greatest change, action, and/or awareness

**Closed form poetry**

poetry that is structured and follows a specific pattern

**CMS**

*The Chicago Manual of Style*, a set of formatting and citation standards created by the University of Chicago Press

**Collective noun**

a noun that denotes a group but is treated as a singular noun

**Colon**

a punctuation mark used to introduce a list or quotation, end a salutation, and join related numbers

**Comedy**

a type of drama intended to entertain and amuse the audience

**Comma**

a punctuation mark used to separate items in a list; join compound sentences; mark introductory words, phrases, and clauses; add extra or unnecessary details to a sentence; and separate similar adjectives

**Comma splice**

a sentence error made when two independent clauses are combined with a comma but no conjunction

**Common ground**

areas of agreement in a controversy

**Common noun**

a lowercase noun that represents a general person, place, thing, event, or idea

**Compare-and-contrast essay**

an essay type that discusses similarities and differences between multiple people, places, things, event, or ideas

**Compare-and-contrast organization**

an organizational pattern used to explore similarities and/or differences between topics

**Complex sentence**

a sentence pattern in which an independent clause is connected to a dependent clause

**Complexity**

when something is made up of related and connected parts

**Composition**

how the contents of an image have been selected and arranged

**Compound sentence**

two independent clauses joined by a semicolon or a comma and conjunction

**Compound subject**

two nouns or pronouns that are joined by a conjunction and represent who or what a sentence is about

**Compound verb**

a verb made up of two or more words

**Compound-complex sentence**

a sentence pattern containing at least two independent clauses and at least one dependent clause

**Concluding sentence**

a sentence that ends a paragraph by reviewing the ideas just discussed

**Conclusion**

a paragraph that ties together the ideas in a paper and summarizes the main points, also called a concluding paragraph

**Concrete description**

a description that uses physical and specific terms

**Concrete noun**

a noun that represents an object that occupies a space and/or can be recognized by our senses

**Conflict of interest**

when someone has a personal stake in a topic that affects their purpose

**Conjunction**

a word that makes a connection between words or groups of words

**Connotative meaning**

the positive, negative, or neutral undertone of a word

**Constructive criticism**

specific, reasonable suggestions for improvement

**Context**

how and when information is presented

**Contraction**

a phrase that has been shortened into one word

**Controlling idea**

an idea that focuses and guides what an author wants to say about a topic

**Coordinate adjectives**

two adjectives of equal value that modify the same word

**Coordinating conjunction**

a conjunction that joins similar words or groups of words

**Coordination**

a method for combining similar ideas by joining related words, phrases, or clauses

**Cornell notes**

a note-taking method that divides a page into four distinct sections

**Correlative conjunctions**

conjunctions that always appear in pairs and connect two or more similar ideas

**Counterargument**

an author's anticipation of objections from the audience that includes refuting the objections with logic

**Cover letter**

a formal letter that accompanies and explains other information, such as a résumé

**Credibility**

what makes someone or something believable

**Critique**

a critical analysis of a subject's components

**CSE style**

a set of formatting and citation standards created by the Council of Science Editors

**D****Dangling modifier**

a modifier that has nothing to modify within a sentence

**Dash**

a punctuation mark used to add extra information, often with emphasis, to a sentence

**Declarative sentence**

a sentence that makes a statement and typically ends with a period

**Deductive reasoning**

a type of logical reasoning that uses general premises to reach a specific conclusion

**Definition essay**

a type of essay that defines, describes, and/or explains a person, place, thing, event, or idea

**Deliberative argument**

an argument that is focused on the future and usually weighs options and evidence to reach a decision

**Demonstrative adjective**

an adjective that specifies *which* or *how many*

**Demonstrative pronoun**

a pronoun that refers to one or more specific nouns

**Denotative meaning**

the dictionary definition of a word

**Dependent clause**

a group of words that has a subject and verb but does not express a complete thought

**Description**

a passage that explains the appearance of someone or something using words that appeal to the senses

**Descriptive adjective**

an adjective that names a quality or characteristic of the noun it's describing

**Descriptive writing**

writing that communicates the characteristics or qualities of a thing or event

**Design**

colors, fonts, and images included in a text

**Detailed outline**

an outline that organizes most or all of the ideas and research that will be included in a first draft

**Development**

effective presentation of information and inclusion of sufficient supporting details

**Devil words fallacy**

a logically flawed argument that uses certain terms to prompt a negative emotional reaction and discredit an opposing perspective

**Dialogue**

conversation between two or more people

**Diction**

a writer's word choice

**Digital argument**

multiple methods of presentation that are combined into a cohesive whole and used to establish and support a point of view

**Direct object**

a word or word group that receives the action of a verb

**Direct question**

a question that is addressed to an audience and ends with a question mark

**Discussion**

an exchange of ideas or information surrounding a particular topic

**Dominant impression**

the overall feeling communicated by a text

**Drafting**

a stage of writing that involves writing out ideas and supporting/concluding sentences

**Drama**

a form of literature that primarily uses dialogue, monologue, and stage directions

**E****Editing**

a stage of writing that involves proofreading for style, grammar, and spelling errors

**Ellipsis**

a punctuation mark made up of three periods that indicates excluded words

**Endnote**

a brief note at the end of a text that provides certain details about a source and corresponds to an in-text citation and a bibliography

**Essay**

a short piece of writing on a particular subject

**Etiquette**

the conventions, both stated and unstated, that guide social interactions

**Evaluation**

the process of judging something based on a set of criteria

**Everyday writing**

personal and/or informal texts intended for anyone

**Evidence**

a piece of information, also called a supporting detail, that is used to support a main idea

**Example**

a specific instance or illustration that demonstrates a point

**Example essay**

an essay type that uses specific instances to demonstrate a general point

**Exclamatory sentence**

a sentence that communicates strong emotion and typically ends with an exclamation point

**Exclusive language**

language that refers disrespectfully to people's characteristics, such as age, gender, ethnicity or culture, physical or mental ability, sexual orientation, and religion

**Expert analysis**

an opinion or statement shared by someone who is knowledgeable about a topic

**Exposition**

a story's beginning, which usually provides information about the narrative, such as the plot, setting, and characters

**Expository conclusion**

the end of an expository essay, used to communicate the importance of the main idea and what readers should learn, take away, and/or do

**Expository introduction**

the beginning of an expository essay, used to get the reader's attention and provide important background information

**Expository writing**

writing that uses evidence to support a main idea

**F****Fable**

a literary genre that uses brief stories to demonstrate life lessons or useful truths

**Fact**

a piece of information that can be proven and generally agreed upon as true

**Fake news**

misleading or false information that may appear to be legitimate journalism

**Falling action**

the consequences or subsequent events that occur after a story's climax

**False authority fallacy**

a logically flawed argument based on the perceived expertise of someone with no relevant education, training, or experience in the topic

**Fantasy**

a literary genre that focuses on the supernatural and magic

**Fiction**

a text that deals with content imagined or invented by the author

**Figurative language**

a nonliteral word or word group, also known as a literary device, that writers use to emphasize an idea or detail

**First draft**

the first version of a text

**Flashback**

a scene that takes a text back in time

**Flash-forward**

a scene that takes a text forward in time

**Focus**

clear communication and support of a main idea

**Font**

the size and style of letters

**Footnote**

a brief note at the bottom of a page that provides certain details about a source and corresponds to an in-text citation and a bibliography

**Forensic argument**

an argument that is focused on the past and usually uses evidence to analyze a past event

**Formality**

the way a text conforms to certain standards

**Format**

the style and arrangement of a text

**Fragment**

a word group that is punctuated as a sentence but does not express a complete thought

**Free-writing**

a brainstorming strategy that involves writing words, phrases, and/or ideas that come to mind during a specific period of time

**Fused sentence**

a sentence error made when two independent clauses are joined with no punctuation or conjunction

**Future tense**

the form a verb takes to indicate that something has not happened yet

**G****Gender**

a way to divide words into three groups: male, female, and neutral

**General information**

information that is nonspecific and applies to one or more entire groups or categories

**Genre**

a type of writing

**Graphic organizer**

a note-taking template for visually demonstrating relationships between ideas

**H****Hasty generalization fallacy**

a logically flawed argument that uses insufficient evidence to make a broad claim

**Helping verb**

a word that changes the form of the main verb to indicate tense

**Historical criticism**

a type of literary criticism that considers a text's historical and social context

**Historical fiction**

a literary genre that uses a historical setting and a mixture of real and fictional characters and events

**Hook**

the first sentence or two in a piece of writing that aims to immediately engage the reader

**Horror**

a literary genre that intends to scare or startle the audience

**I****Idiom**

a phrase, usually nonliteral, that is unique to a certain language

**Imperative sentence**

a sentence that gives a command

**Implied subject**

the unstated subject of a sentence that is directly addressing that subject

***In medias res***

Latin for "in the midst of," this narrative technique starts a story in the middle of the action

**Inclusive language**

language that is respectful of people's differences

**Indefinite adjective**

an adjective that describes a noun or pronoun in a nonspecific way

**Indefinite pronoun**

a pronoun that does not refer to a specific noun

**Independent clause**

a group of words that has a subject and verb and expresses a complete thought

**Indirect object**

a word or word group that receives the direct object

**Indirect question**

a sentence that describes a question and ends with a period

**Inductive reasoning**

a type of logical reasoning that uses specific premises to reach a general conclusion

**Inference**

a logical conclusion based on your prior knowledge and the information in a text

**Information literacy**

the ability to find, evaluate, and use sources for a particular purpose

**Informative analysis**

an analysis that uses facts to explain what something is or how it works while avoiding value judgments

**Informative writing**

a text that gives the audience information about a topic

**Interjection**

an exclamatory word expressing strong emotion

**Interrogative sentence**

a sentence that asks a question and ends with a question mark

**In-text citation**

a brief note or marker that is inserted near specific information in a text and indicates the original source

**Intransitive verb**

a verb that does not act upon a direct object

**Introduction**

the first paragraph of a text, also called an introductory paragraph; it usually presents the topic, provides necessary background information, and states the main idea

**Invalid argument**

a deductive argument with a conclusion that is not supported by its premises

**Inverted word order**

when the verb comes before the subject in a sentence

**J****Jargon**

overly technical language

**L****Layout**

the way text and images are arranged on a page or screen

**Letter of complaint**

a formal letter that states a problem and requests a solution or compensation

**Linking verb**

a verb that links the subject to a description

**Literary criticism**

the process of closely examining a work of literature and its parts in order to form meaningful opinions and interpretations

**Literary theory**

a group of ideas that is organized around certain assumptions and used to interpret texts

**Literature**

a written work that expresses universal ideas with purpose and creativity

**Logic**

a way of thinking that focuses on finding and/or making reasonable claims

**Logical argument**

a series of premises that establish and support a reasonable conclusion

**Logical conclusion**

the reasonable result of a logical argument that has two or more premises

**Logical fallacy**

an argument that uses flawed logic but often seems logical and persuasive

**M****Main idea**

the overarching statement or argument that a text communicates about its topic

**Major detail**

a type of evidence that supports and proves a main idea

**Manual**

a detailed set of instructions for a particular item or process

**Mass media**

the multiple forms of communication that reach a wide audience

**Matrix**

a table used to organize compare/contrast essays for a point-by-point discussion of similarities and differences

**Melodrama**

a type of drama characterized by sensational events and exaggerated characters

**Memoir**

a record of events based on personal knowledge and observation

**Metaphor**

a type of figurative language that makes a direct but nonliteral connection between two things

**Meter**

a pattern created by the combination of stressed and unstressed syllables

**Mind map**

a graphic organizer that uses shapes to illustrate connections between ideas

**Minor detail**

a type of evidence that uses specific information to clarify a major detail

**Minto pyramid**

a graphic organizer used for structuring a three-part argument from the top down

**Misplaced modifier**

a modifier that is too far away from what it modifies within a sentence

**MLA style**

a set of formatting and citation standards created by the Modern Language Association

**Modifier**

a word or group of words that adds extra information to a sentence

**Monologue**

a speech given by one person

**Mood**

the overall feeling or emotion of a text

**Multimedia design**

a tool for effectively combining and arranging multiple communication methods to present information

**Mystery**

a literary genre that intends to intrigue the audience with a puzzle or problem

**N****Narrative conclusion**

the end of a narrative, usually used to tie together themes, resolve issues, and/or leave the audience with a thought or question

**Narrative introduction**

the beginning of a narrative, usually used to grab the audience's attention, introduce characters, and/or provide general information

**Narrative writing**

writing that tells a detailed and descriptive story based on events and/or experiences

**Networking**

finding and interacting with individuals whose interests or goals are similar to your own, often for personal and/or professional benefit

**Nonfiction**

a text about reality and facts

**Nonlinear order**

an organizational pattern that arranges ideas or events out of order

**Noun**

a word that represents a person, place, thing, event, or idea

**Number**

a way to divide words into two groups: singular and plural

**Numerical adjective**

an adjective that expresses *how many* or *in which order*

**O****Object of a preposition**

a word that completes the meaning of a prepositional phrase

**Objection**

an expression or feeling of disapproval or opposition; a reason for disagreeing, or the action of challenging or disagreeing with something

**Objective case**

the form a pronoun takes when it functions as an object of a preposition, a direct object, or an indirect object

**Onomatopoeia**

a type of figurative language that uses a word to imitate a sound

**Open form poetry**

poetry that has no set structure or pattern, sometimes called free verse

**Opinion**

a personal belief or viewpoint that cannot be proven true or false

**Oral introduction**

the first part of an oral presentation, when the speaker states their purpose, sets expectations, and engages the audience

**Order of importance**

an organizational pattern that arranges ideas from least to most significant, or vice versa

**Organizational pattern**

the structure of a text, used to arrange the main points of a work

**Outline**

a tool for organizing a text, usually as a multilevel list

**P****Pace**

the movement or speed of language

**Paragraph**

a short piece of writing that focuses on one main idea

**Parallelism**

a method for clarifying the relationship between ideas by presenting them in similarly structured words, phrases, or clauses

**Paraphrase**

a restatement, in original language, of another person's idea(s) or words

**Parentheses**

a pair of punctuation marks used to add extra information to a sentence or introduce an abbreviation

**Participle**

a word derived from a verb and used as an adjective or noun

**Passive voice**

when a sentence is written so that the subject is receiving an action

**Past tense**

the form a verb takes to indicate that something has already happened

**Peer review**

the process of giving and receiving feedback, usually on written work

**Person**

a way to divide certain parts of speech into three groups: first-, second-, and third-person

**Persona**

the specific version of a person that is presented to others

**Personal pronoun**

a pronoun that refers to a specific noun

**Personification**

a type of figurative language that attributes human traits to something nonhuman

**Persuasive conclusion**

the end of a persuasive essay, which leaves the audience with a thought, question, or call to action

**Persuasive introduction**

the beginning of a persuasive essay, which describes an issue and states the author's claim

**Persuasive writing**

writing that uses argument to influence someone's beliefs and/or actions

**Phrasal prepositions**

a preposition that is made up of at least two words

**Phrase**

a word group that adds to the meaning of a sentence but does not express a complete thought and usually lacks a subject and/or verb

**Plagiarism**

using words and/or ideas without giving credit to the original source

**Plot**

the sequence of events in a story

**Poetry**

a form of literature that uses distinctive styles and rhythms to express feelings and ideas

**Point of view**

a narrator's position in relation to a story

**Popular culture**

media and products generated for public consumption and society's responses to them

**Popular source**

information intended for the general public

**Possessive case**

the form a pronoun takes when it shows possession and/or functions as an adjective

***Post hoc* fallacy**

a logically flawed argument based on the assumption that one event caused a second, unrelated event

**Preliminary research**

an informal fact-finding process that is useful for refining a topic and identifying background information

**Premises**

two or more pieces of evidence that are used to reach a logical conclusion

**Preposition**

a word that shows a relationship among people, places, things, events, and ideas

**Prepositional phrase**

a group of related words that starts with a preposition and ends with a noun or pronoun

**Present tense**

the form a verb takes to indicate that something is currently happening

**Presentation outline**

a tool for organizing an oral presentation (usually as a multilevel list) and guiding the speaker

**Pre-writing**

a stage of writing that involves making decisions, planning ideas, and identifying assignment guidelines

**Primary source**

the first version of particular information, such as an original document, firsthand account, speech, research result, or work of art

**Process analysis**

an analysis that breaks up a set of events into steps and explains each in detail

**Process analysis essay**

an essay type that breaks up a set of events into steps and explains each in detail

**Proclamation**

a strong declaration of an opinion or fact

**Professional writing**

a text intended for managers, coworkers, or customers

**Pronoun**

a word that takes the place of a noun or other pronoun in a sentence

**Pronoun case**

the form of a pronoun, determined by its function in a sentence

**Pronoun-antecedent agreement**

when a pronoun and its antecedent in a sentence are the same in gender and number

**Proper noun**

a capitalized noun that represents a specific person, place, thing, event, or idea

**Proposal**

a plan or suggestion, often formal and/or written, presented for discussion and consideration

**Prose**

a form of literature that has no set structure

**Protagonist**

a type of character that is central to a story

**Purpose**

the goal of a text

**Purpose statement**

a sentence that tells the audience exactly what points will be covered in a longer text

**Q**

**Questioning**

using questions to consider a topic from diverse angles and perspectives

**Quotation**

the exact words of a source

**Quotation marks**

a pair of punctuation marks used to repeat someone else's words

**R**

**Reader-response criticism**

a type of literary criticism that considers how a reader experiences a text

**Reasonable claim**

a statement that uses common sense to draw logical, evidence-based conclusions

**Reference list**

a list of publication details for each source used in a text

**Reflection**

the thoughts or feelings of the author

**Regular word order**

when the subject comes before the verb in a sentence

**Relative pronoun**

a pronoun used to introduce a dependent clause

**Repetition**

when a word, phrase, or sentence is repeated to stress meaning and/or create an engaging rhythm

**Research database**

a searchable collection, usually digital, of academic journal articles

**Research paper**

an academic text that uses information from multiple sources to achieve a particular purpose

**Research style**

a set of formatting and citation standards used for research writing, often within a particular discipline

**Research timeline**

a mapping of research tasks and specific deadlines for accomplishing them

**Resolution**

a story's conclusion, which usually solves the main conflict

**Résumé**

a formal document that lists a person's personal and professional experience and accomplishments

**Revision**

a stage of writing that involves reconsidering and rewriting content and organization

**Rhetoric**

language designed to persuade and impress an audience

**Rhetorical appeal**

an approach to argumentation based on ethics, logic, or emotion

**Rhetorical structure**

how the information in a text is organized in order to accomplish the author's writing purpose

**Rhyme scheme**

a pattern of rhymed words within a poem

**Rhythm**

the perceived movement and speed of language

**Rising action**

the events and/or conflicts that lead to a story's climax

**Romance**

a literary genre that focuses on love and relationships

**Rubric**

a list of standards used for evaluation

**S**

**Salutation**

a word or phrase used as a greeting

**Scholarly source**

information that has been peer-reviewed by experts and has an intended audience of experts

**Science fiction**

a literary genre that focuses on technological or scientific advances and discoveries and their consequences

**Secondary source**

a source that references, discusses, and/or uses information that originated in a primary source

**Semicolon**

a punctuation mark used to combine two independent clauses and separate long list items

**Sensory detail**

a description that appeals to the senses: sight, sound, touch, taste, or smell

**Sentence stem**

a word group that introduces or frames a statement

**Sequential order**

an organizational pattern that arranges ideas or events in the order that they occur (also known as chronological order)

**Setting**

the time and place in which a story exists

**Signal phrase**

a phrase used to identify and/or introduce a quotation, paraphrase, or summary

**Simile**

a type of figurative language that indicates similarities between two things with comparative words, such as *like* or *as*

**Simple sentence**

a sentence made up of one independent clause

**Single quotation marks**

punctuation marks used to mark a quote or title within a quote

**Slang**

casual words or expressions specific to a particular group of people

**Sound argument**

a deductive argument that is valid and has true premises

**Spatial order**

an organizational pattern used to describe a subject's physical characteristics, usually from top to bottom, left to right, or front to back

**Specific information**

information that is precise and applies to a particular subgroup or subcategory

**Speech**

a vocal address delivered to an audience

**Spin**

a strategy used to manipulate perspective, often done by making something negative seem positive or vice versa

**Split infinitive**

when a word or word group is inserted between *to* and the present-tense form of a verb

**Standard**

a category of value used to judge a topic

**Stanza**

a section of verses within a poem

**Statistic**

a number or percentage based on a collection of data

**Storyboard**

a graphic organizer that represents information as multiple self-contained images in consecutive order

**Straw man fallacy**

a logically flawed argument that changes an opponent's argument to make it easier to attack

**Subject**

who or what a sentence is about

**Subjective case**

the form a pronoun takes when it functions as the subject of a sentence

**Subject-verb agreement**

when a subject and corresponding verb in a sentence are both singular or both plural

**Submitting**

a stage of writing that involves formatting a text and sharing it with its audience

**Subordinating conjunction**

a conjunction that introduces a dependent clause

**Subordination**

a method for combining unequal ideas by joining two related clauses

**Subtext**

any meanings that are not explicitly stated

**Summary**

a brief, general overview of a larger amount of information

**Supporting detail**

a piece of information, also called evidence, that is used to support a main idea

**Syllable**

the basic unit of a word's pronunciation

**Synchronous interaction**

communication that occurs within the same window of time

**Synonym**

a word with the same or similar meaning as another word

**Syntax**

the structure and composition of words, phrases, and ideas in sentences

**Synthesis**

combining ideas into a coherent whole

**T****Technical writing**

a clear, organized, and simplified account of detailed, complex information, such as a process, product, or service

**Tense**

how a verb indicates when something took place: past, present, or future

**Text**

the content of a work, including words and any other media

**Textbook**

a book used for studying a particular subject

**Theme**

a dominant subject or topic explored throughout a story

**Thesis statement**

a sentence or group of sentences that expresses the main idea of a longer work and is supported by evidence

**Third-person limited**

a point of view in which the narrator has some, but not all, information

**Third-person omniscient**

a point of view in which the narrator is all-knowing

**Tone**

the positive, negative, or neutral attitude that an author expresses about a topic

**Topic**

the general subject of a text

**Topic sentence**

a sentence that states the main idea of a paragraph

**Topical organization**

an organizational pattern that lists equally important main points

**Toulmin model**

an argument structure with six parts: claim, grounds, warrant, backing, qualifier, and rebuttal

**Tragedy**

a type of drama characterized by a somber tone and disastrous events

**Tragicomedy**

a type of drama that contains elements of both tragedy and comedy

**Transition**

a word, phrase, or sentence that shows a relationship between ideas

**Transitive verb**

a verb that acts upon a direct object

**U**

**Unsound argument**

a deductive argument that is valid but has false premises

**V**

**Valid argument**

a deductive argument with a conclusion that is supported by its premises

**Venn diagram**

a chart that uses overlapping circles to illustrate similarities and differences between two or more things

**Verb**

a word that represents an action, relationship, or state of being

**Verse**

a single line of a poem

**Visual argument**

an argument that uses one or more visuals without extensive accompanying text to establish and support a point of view

**Visual rhetoric**

the art of communicating a message through an image and/or video

**W**

**Working outline**

an informal outline with no special formatting or structure

**Working thesis**

a thesis statement that is in progress and likely to change

**Works cited**

a list of publication details for each source used in a text

**Writing style**

the unique way an author uses words, sentences, and patterns to communicate ideas

**Writing to analyze**

a writing purpose achieved by interpreting something through examining its parts

**Writing to argue**

a writing purpose achieved by convincing an audience to adopt a belief and/or take an action

**Writing to describe**

a writing purpose achieved by explaining the appearance and/or attributes of something

**Writing to discuss**

a writing purpose achieved by presenting and/or interpreting something

**Writing to evaluate**

a writing purpose achieved by judging something by specific standards

**Writing to propose**

a writing purpose achieved by offering suggestions and solutions to an issue or problem

**Writing to respond**

a writing purpose achieved by expressing a personal reaction to something

**Writing to summarize**

a writing purpose achieved by presenting a brief, general overview of a larger amount of information