

<p>Analogies - A comparison between two things, typically on the basis of their structure and for the purpose of explanation or clarification. "An analogy between the workings of nature and those of human societies."</p>	<p>point of view, opinions, hypotheses, assumptions, and possible bias.</p>
<p>Analyze - To analyze a literary work, parts are examined to understand how they work together to create meaning as a whole. Examples of analysis are to compare, to contrast, to deduce, or to categorize.</p>	<p>Cause and Effect - Two events are related as cause and effect when one event brings about the other. The following statement shows a cause-and-effect relationship: <i>Because of my broken arm, the doctor said I couldn't play baseball.</i> Cause and effect is also a text structure/ organizational pattern that presents relationships between ideas in a text. In this method of development, the writer analyzes the reason(s) for an action, event, or decision, or analyzes resulting consequences to support a point.</p>
<p>Appeals in Persuasive Arguments – Types of appeals: logos (evidential), pathos (emotional), and ethos (based on moral standing). Logos and pathos are the two most common contemporary categories</p>	<p>Chronological Order - The order in which events happen in time (sequence of events). A writer may use clue words or signal words to alert the reader to these events, such as <i>first, next, then, finally</i>, etc. Chronological order (sequence) is also a text structure / organizational pattern in which ideas are grouped on the basis of order or time.</p>
<p>Argumentation - A text structure / organizational pattern that uses reason to try to lead a reader to think or act in a certain way. Argument begins with a statement of an idea or opinion, which is then supported with facts and logical reasoning to achieve its purpose. Argument may be found in a single text or paired texts in which opposing views are expressed.</p>	<p>Citing Evidence – To refer to evidence or information in support, proof, or confirmation of an idea or main point. Writers do this by naming the author, publication, and/or source so that the reader can determine the validity and reliability of the evidence or information.</p>
<p>Author's Bias - A personal judgment either for or against a particular person, position, or thing. Bias can be favorable or unfavorable and can be used to sway an audience. An important skill of critical reading is the ability to detect an author's bias and prejudice.</p>	<p>Compare and Contrast - Writing that examines the similarities and differences between two or more subjects. The writer uses transitions to signal similarities and differences, such as <i>like, likewise, in contrast, similarly</i>, and <i>in the same way</i>. As a text structure/organizational pattern, compare/contrast writing may end with a conclusion that explains a decision or provides new understanding of the subjects.</p>
<p>Author's Perspective - The viewpoint that an author brings to a piece of writing. Sometimes the author's perspective is recognizable through the tone of a piece.</p>	<p>Comparison (Compare Writing Styles) - The process of pointing out what two or more pieces of writing have in common. Tone, diction, style, point of view, and more.</p>
<p>Author's Purpose - An author's purpose is his or her reason for creating a particular work. The purpose may be to entertain, to explain or to inform, to express an opinion, or to persuade readers to do or believe something. An author may have more than one purpose for writing, but usually one is the most important.</p>	
<p>Author's Point of View - Author's viewpoint is the way an author looks at a topic or the ideas being described. Viewpoint includes the content and the language used to present the data. Thoughtful readers decipher an author's</p>	

<p>Consumer Documents - Printed materials that accompany products and services. They are intended for the buyers or users of the products or services and usually provide information about use, care, operation, or assembly. Some common consumer documents are applications, contracts, warranties, manuals, instructions, package inserts, labels, brochures, and schedules.</p>	<p>Topics explain what the story is about whereas themes explain why the story is written.</p>
<p>Context - The set of circumstances or facts (environment) that surround a particular event or situation. The parts of a written or spoken statement that precede or follow a specific word or passage, usually influencing its meaning or effect.</p>	<p>Drawing Conclusions - A special kind of inference that involves not reading between the lines but reading beyond the lines. The reader combines what he or she already knows with information from the text. Readers can draw a conclusion from stated facts or facts they infer and then combine all the facts to support their conclusion.</p>
<p>Context Clues - Unfamiliar words are often surrounded by words or phrases called context clues that help readers understand their meanings. A context clue may be a definition, a synonym, an example, a comparison or a contrast, or any other expression that enables readers to infer the word's meaning. When readers meet unfamiliar words, context clues narrow the possible word choices, thereby making word identification more accurate.</p>	<p>Drawing Conclusions and Making Inferences</p>
<p>Context to Find Word Meanings – See methods and tools to find word meaning using context.</p>	<p>Euphemisms - A mild or indirect word or expression substituted for one considered to be too harsh or blunt when referring to something unpleasant or embarrassing.</p>
<p>Contrast - To emphasize the dissimilarities and differences of things, qualities, events, or problems.</p>	<p>Evaluate - To form opinions about what is read. Through this process readers may develop their own ideas about characters and events.</p>
<p>Counter (Opposing) Claims in an Argument - Possible argument against your precise claim or thesis or some aspect of your reasoning. A claim made to offset another claim, especially one made by the defendant in a legal action.</p>	<p>Evidence to Support a Claim – Facts, information, or quotes from a source to support the claim.</p>
<p>Credibility versus Bias – Within a text, the ability of the reader to recognize bias on the part of the writer who may use phrasing and word choice that shows this bias versus language that shows a fair and objective treatment of a subject or topic.</p>	<p>Excerpt - A passage or segment taken from a text. The length of the excerpt may be a phrase, a sentence, a paragraph, or an entire chapter.</p>
<p>Distinguishing Theme from Topic - The main difference between theme and topic is that theme is the central idea, or the perception conveyed through the writing while the topic is the <u>subject</u> treated or presented in writing.</p>	<p>Fact versus Opinion - A fact is a statement that can be proven true (or false) with some objective standard. An opinion is a statement that a person believes to be true but it cannot be measured against an objective standard</p>
	<p>Faulty Reasoning - A reasonable conclusion is based on data or evidence. Faulty reasoning occurs when the conclusion is not supported by the data. Three common types of faulty reasoning are: Overgeneralization, or drawing a conclusion based on too little data; Illogical conclusion, or making an inference that is not supported by data; and Personal bias, or basing conclusions on opinion rather than information.</p>
	<p>Formal Tone – Writing for an academic audience with formal language, avoiding contractions, first person, “you,” and keeping the focus of the writing on the subject.</p>

Idioms - An expression whose meaning is not predictable from the usual meanings of its word or phrase parts.

Implied Main Idea – Main idea not directly stated in a piece of writing of any type.

Inference - The act or process of deriving logical conclusions from premises known or assumed to be true; the conclusions drawn from this process.

Informal Tone – Casual tone with references to first person and may use cliché's or idioms.

Irony - A contrast between what is expected and what actually exists or happens. Irony involves the tension that arises from the discrepancy, either between what one says and what one means (verbal irony), between what a character believes and what a reader knows (dramatic irony), or between what occurs and what one expects to occur (situational irony). Exaggeration, sarcasm, and understatement are techniques writers use to express irony.

Jargon - Special words or expressions that are used by a particular profession or group and are difficult for others to understand.

Logical Fallacies – Examples: SWEEPING GENERALIZATION, HASTY GENERALIZATION, FAULTY ANALOGY, APPEAL TO IGNORANCE, FALSE DILEMMA, DAMNING THE SOURCE, BEGGING THE QUESTION, APPEAL TO AUTHORITY, APPEAL TO TRADITION, APPEAL TO THE CROWD, STRAW MAN, SLIPPERY SLOPE, APPEALING TO EXTREMES, RED HERRING.

Main Idea (stated or implied) - The main idea is the most important idea expressed in a piece of writing. It may be the central idea of an entire work or a thought expressed in the topic sentence of a paragraph. The implied main idea is the main idea of a passage or an article that is not directly stated but formed from what is suggested by an author from the supporting details.

Methods of Argument – Use of analogy, use of example/detail, proof by absurdity or contradiction, and use of sources of authority.

MLA Style - Style recommended by the Modern Language Association for preparing scholarly manuscripts and student research papers. It concerns itself with the mechanics of writing, such as punctuation, quotation, and documentation of sources.

Multiple meanings - The particular meaning of a word that is dependent upon how it is used in a sentence.

Nonfiction - Writing that tells about real people, places, and events. Unlike fiction, nonfiction is mainly written to convey factual information, although writers of nonfiction shape information in accordance with their own purposes and attitudes. Nonfiction can be a good source of information, but readers frequently have to examine it carefully in order to detect biases, notice gaps in the information provided, and identify errors in logic. Nonfiction includes a diverse range of writing and can be informational or literary in nature. Some examples of nonfiction are newspaper articles, movie reviews, speeches, true-life adventure stories, advertising, and more.

Nuances in Meaning – A subtle difference in or shade of meaning or expression within the given extent of a word's overall meaning.

Organizational Patterns - Text structures found in all types of nonfiction (and even some fiction); the building blocks that serve every writing purpose informative, expository, argumentative, or persuasive. Common types of organizational patterns include chronological order (sequence of events), compare/contrast, and cause and effect.

Organizational Strategies - **A. Descriptive Writing:** Spatial Order: 2. Order of Impression 3. Order of Importance **B. Explanatory Writing:** 1. Classification: 2. Order of Location: 3. Chronological Order: 4. Cause and Effect: 5. Comparison and Contrast: 6. Problem-Solution: 7. Analysis: a. Process Analysis: b. Definition Analysis: c. Parts Analysis **C. Persuasive Writing:** 1. Reason for Your Opinion Organization: 2. Point-by-point Basis Organization.

<p>Organizational Structure of a Paragraph - The most basic paragraph structure consists of three parts: a topic sentence, supporting details, and a conclusion. Paragraphs need unity, coherence, a topic sentence, and adequate development.</p>
<p>Paraphrasing - Helps readers to clarify meaning by restating information in their own words.</p>
<p>Persuasive Techniques - Appeal to Authority, Bandwagon, Card Stacking Technique, Endorsement, Glittering Generality, Intertextual References, Name Calling, Plain Folks Technique, Rebuttal, Repetition, Shock Tactics, Slanted Words, Stereotype, Tabloid Thinking.</p>
<p>Point of View - The position from which something or someone is observed. <u>OR</u> In fictional writing the narrator's position in relation to the story being told.</p>
<p>Predicting - A reading strategy that involves gathering and using text clues to make a reasonable guess about what will happen next in a story.</p>
<p>Primary Source - Materials written by people who were present at events, either as participants or as observers. Letters, diaries, autobiographies, speeches, and photographs are examples of primary sources.</p>
<p>Problem/Solution Structure - A text structure in which the main ideas are organized into two parts: a problem and a subsequent solution that responds to the problem, or a question and an answer that responds to the question.</p>
<p>Process of Reasoning - Reasoning is the process of using existing knowledge to draw conclusions, make predictions, or construct explanations. Three methods of reasoning are the deductive, inductive, and abductive approaches.</p>
<p>Propaganda in non-print Media - Music, visual images, and text -- whether conveyed in live performances or theatres or distributed electronically on television, radio, the Internet, social media, or prerecorded disks and tapes -- shape student attitudes, values, and opinions.</p>

<p>Quoting Relevant Information – The use of source material evidence to support an idea or theme. The selection of the best evidence available in the shortest form.</p>
<p>Recognizing Appeals to Logic (Logos) - Logos or the appeal to reason relies on logic or reason. Logos often depends on the use of inductive or deductive reasoning. Inductive reasoning takes a specific representative case or facts and then draws generalizations or conclusions from them. Inductive reasoning must be based on a sufficient amount of reliable evidence.</p>
<p>Reference Materials - Includes encyclopedias, dictionaries, almanacs, directories, bibliographies, handbooks, etc.</p>
<p>Reference Sources - Reference sources are used to obtain a specific answer to a question or to indicate other sources to use during the research process. Although there are several types of reference sources, they all are categorized as either general or specific in scope.</p>
<p>Relevant Details - A fact revealed by an author or speaker that supports an attitude or tone in a piece of poetry or prose. In informational nonfiction, relevant details provide information that supports the author's main point.</p>
<p>Research - The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. A substantial piece of academic writing, usually done as a requirement for a class, in which the author does independent research into a topic and writes a description of the findings of that research.</p>
<p>Research Questions - A research question is an answerable inquiry into a specific concern or issue. It is the initial step in a research project. The 'initial step' means after you have an idea of what you want to study, the research question is the first active step in the research project.</p>

Rhetorical Fallacies – Similar to logical fallacies, but also includes Paradox, Point of View, Tone, Understatement, Metaphor, Qualifiers, Allusion. Other examples: SWEEPING GENERALIZATION, HASTY GENERALIZATION, FAULTY ANALOGY, APPEAL TO IGNORANCE, FALSE DILEMMA, DAMNING THE SOURCE, BEGGING THE QUESTION, APPEAL TO AUTHORITY, APPEAL TO TRADITION, APPEAL TO THE CROWD, STRAW MAN, SLIPPERY SLOPE, APPEALING TO EXTREMES, RED HERRING.

Satire - Type of writing that ridicules human weakness, vice, or folly in order to bring about social reform. Satires often try to persuade the reader to do or believe something by showing the opposite view as absurd or even as vicious and inhumane. One of the favorite techniques of the satirists is exaggeration, overstating something to make it look worse than it is. For example, George Orwell’s novel *Animal Farm* uses barnyard animals to mock the way people abuse political power.

Secondary Source - Records of events that were created some time after the events occurred; the writers were not directly involved or were not present when the events took place. Encyclopedias, textbooks, biographies, most newspaper and magazine articles, and books and articles that interpret or review research are examples.

Sequence of Directions – The order in which directions are given using sequential words.

Sequence of Events - Sequencing refers to the identification of the components of a story — the beginning, middle, and end — and also to the ability to retell the events within a given text in the order in which they occurred. The ability to sequence events in a text is a key comprehension strategy, especially for narrative texts.

Summaries of Informational Texts – Identify the central idea- the main idea or topic of a text, identify supporting ideas- the details and facts that support the main/central idea, identify the objective- stating the facts versus giving an opinion, and write the summary- a brief

statement in your own words about the information you read. Also, 5w’s and 1h.

Summary Statement - A general statement that presents the main points or facts in condensed form, omitting unimportant details and information.

Symbolism - The use of something concrete (e.g., an object, a setting, an event, an animal, or a person) that functions in a text to represent something more than itself. A symbol must be something tangible or visible, while the idea it symbolizes must be something abstract or universal. For example, a dark forest has often been used as a symbol of being lost and confused in life. In James Hurst’s “The Scarlet Ibis,” the fragile ibis functions as a symbol of the frail little boy and his unusual nature.

Synonym - A word that has the same or almost the same meaning as another word (e.g., *rob/steal, parcel/package, occasionally/sometimes*).

Synthesize - A systematic process that involves identifying the relationships among two or more ideas. When synthesizing, the reader combines or puts together information from two or more places or sources. The reader might also read information under pictures and on maps and charts, combining information from all areas to draw conclusions. At times, the reader may be asked to look at how ideas or information in one text is presented similarly to or differently from that found in another text.

Table - A type of graphic aid that presents a group of facts in rows, columns and demonstrates how the facts interrelate.

Text box - A distinct section of a page that amplifies or highlights information found in the main text and often provides additional information.

Text Features - Design elements that include the organizational structure of a text and help make the key ideas and supporting information understandable. Text features include headings, text boxes, subheadings, sections, titles, subtitles, italic type, bulleted or numbered lists, and graphic aids, such as charts, tables, timelines, illustrations, and photographs.

Text Structure - The temporal and spatial arrangement of elements in a written, oral, or visual text. For example, the text structure of a narrative film might involve moving back and forth among different time periods in recounting events, or the text structure of an argumentative essay might involve a linear arrangement of definitions, arguments, evidence, counterarguments, and rebuttal. Common forms of text structure or organizational patterns found in written texts include compare/contrast, cause/effect, chronological order, and argument/support.

Thesis Statements - A thesis statement is usually one sentence that appears at the beginning though it may occur as more than one. The thesis statement is developed, supported, and explained in the course of the paper by means of examples and evidence.

Tone - An expression of a writer's attitude toward a subject. Unlike mood, which is intended to shape the reader's emotional response, tone reflects the feelings of the writer. Tone can be serious, humorous, sarcastic, playful, ironic, bitter, or objective.

Topic - The general category or class of ideas, often stated in a word or phrase, to which the ideas of a text as a whole belong (e.g., subject matter or central idea of a conversation, discussion, or a piece of writing).

Transition words/phrases - Words and phrases that indicate relationships between ideas in a paragraph or composition. Sometimes called linking words.

Universal Themes - An underlying message about life or human nature that the author wants the reader to understand and that may give readers insight into the author's view of the world. A theme is a complex and original revelation about life that is usually unstated, yet it is vital. A theme is not the same as a moral, which is a rule of conduct, nor should it be reduced to a familiar saying or cliché, such as *Crime doesn't pay*. For example, the theme of "The Scarlet Ibis" by James Hurst might be expressed as *Pride, love, and cruelty are often intermingled in human relationships*.

Validity and Reliability - A systematic process that involves evaluating whether or not information in a text is valid (correct or sound) and reliable (dependable). The reader engages in this process by checking specific information found in a text for its accuracy and dependability, evaluating and applying that information, and verifying the best supporting evidence based on correct and logical conclusions.

Word Choice, Diction, and Language Types – Diction is the author's word choice in his or her work (This is not to be confused with the author's tone. Diction often helps to enhance the author's tone in a work.) Individuals vary their diction depending on different contexts and settings. Therefore, we come across various types of diction. It may be "formal" where formal words are used in formal situations e.g. press conferences, presentations etc. Similarly, we use "informal" diction in informal situations like writing or talking to our friends. Moreover, a "colloquial" diction uses words common in everyday speech. "Slang" is the use of words that are impolite or newly coined. Some types of diction include informal, colloquial, archaic, denotative, concrete, abstract, euphonious (pleasant) or cacophonous (harsh).

Words that show sequential order - After, At the beginning, Before, Earlier, Finally, First, Following, Initial, Last, Later, Next, Now, Prior to, Second, Sequentially, Soon, The final, Thereafter, Third, To begin with, To conclude, Today, Tomorrow.

Words with Multiple Meanings - Homonyms are words which have the same spelling and pronunciation, but have different meanings. Homophones are words which have the same pronunciation, but different spellings and meanings. Homographs are words that are spelt the same, but have different pronunciations and meanings.