

General Education Goal: Communicating Effectively

Glossary:

adapts – modifies, adjusts

aim – purpose, goal

analyzes – breaks into component parts and identifies their relationships

approach – attitude of the composer regarding the aim

assumptions – unstated, implied predispositions, principles, warrants

audience – receiver of the message

awareness – cognizance

background – predisposition, preferences, prejudices, experiences

concepts – ideas identified as relevant to the topic and aim; abstractions

connects – draws links between

content – what is being communicated, selected evidence, substance

context – elements (e.g., historical, social, political, cultural) that affect the message

conventions - expected format, structure, technique

defines – identifies, describes, limits

delivery – manner of expression

develops – provides substance and scope

direction – path for developing the message

discovery – exploration of available resources, identification of applicable information

diverse – disparate, various

documentation – record of evidence, citation of sources; citation style

engagement – connection, involvement

evaluates – makes judgments based on criteria

explores – examines, scrutinizes

higher order value – able to weigh stronger and weaker priorities

historical – socio-political-economic-cultural past

information sources – resources from which evidence and support are drawn

insight – revelation, epiphany, unexpected connection

integrates – organizes and combines information

interprets – identifies meaning or significance

maintains – provides consistency

mechanics – punctuation, grammar, documentation, logistics, medium

message – totality of communication, claims, controlling ideas, main points, guiding principles

mode of communication – manner of delivery

open mind – receptivity, lack of bias

organizes - places in an order

perspective – viewpoint, frame of reference

presents – delivers

receptive – willing to explore without prejudice

reflects on – thinks about, considers

relevant – apt, useful, pertinent

reveals – uncovers, exposes

scope – boundaries, range

selects – chooses among possibilities

situation – exigence of immediate concern, circumstances

tone – affective quality of the message

uses – employs, accesses

valuable – important, of worth

viewpoints – perspectives