

# Written Communication Practices

**Written Communication**  
inscription of information

**Analyze**  
break down and scrutinize information to understand the true nature of the concepts

**Compare**  
explain similarities and differences between two or more objects, events or ideas

**Interpret**  
put information into your own words and use examples

**Evaluate**  
examine an object, idea or event and offer an appraisal

**Explain**  
clarify an idea or concept

**Prove**  
establish an idea is correct by using logic and sufficient evidence

**Audience**  
group of people watching or listening to a performance or reading a published work

**Genre**  
category of writing which defines form, tone or subject matter

**Brainstorming**  
coming up with ideas

**Graphic Organizer**  
visual representation of ideas

**Editor's Marks**  
abbreviations or symbols used to correct grammar, spelling and punctuation errors

**Argumentative Essays**  
writing assignment which asks the writer to persuade or argue for an idea

**Thesis Statement**  
statement which lays out the organization of a writing project

# Written Communication Practices

## Personal Observations

impressions gathered from observing a person, place or object

## Facts

details based on research or investigation

## *Ethos*

to develop a sense of credibility or trust

## *Logos*

to develop an argument based on logic and providing proof

## *Pathos*

to use emotion and values to win audience over

## Counter Arguments

arguments which are counter to the writers thesis statement

## Introductory Paragraph

paragraph which explains the main topic or argument and presents the importance of the topic or argument

## Support Paragraph

paragraph which explains the evidence for the main argument or provide more detail about the topic

## Concluding Paragraph

paragraph which summarizes the information given in the preceding paragraphs

## Hierarchically

to arrange the information through a hierarchy; a series in which each element is graded or ranked

## Deductive Reasoning

to reason from general information to particular information (or from cause to effect)

## Inductive Reasoning

to reason from detailed facts to general principles

## Priority Sequence

arrangement of events or things from the most important or significant to the least important or significant

# Written Communication Practices

## Sequentially

serial arrangement in which things follow a logical order or a recurrent pattern

## Essential Clause

phrase which is necessary in the sentence and cannot be left out

## Nonessential Clause

phrase which can be left out of a sentence and the sentence would still make sense; usually elaborate or provide more detail but is not necessary to the sentence

## Independent Clause

clause in a sentence which can stand alone as a complete sentence and make sense

## Emoticons

sideways facial glyphs used in e-mail to indicate an emotion or attitude, such as humor

## En Dash

longer than a hyphen and shorter than an em dash; can be used instead of a bullet point in lists

## Em Dash

longer than an en dash and hyphen; is used to set off an element added to emphasize or wander from the main clause; requires a space before and after the dash

## Hyphen

shorter than a dash; is used to join words together and when reporting scores

## Coordination

act of joining two clauses of equal importance using coordinating conjunctions

## Subordination

act of combining two clauses together making one clause dependent using a subordinating conjunction

## Noun Clause

phrase in which two or more words function together in a sentence to form a noun, indicated by a relative pronoun

# Written Communication Practices

## Adjectival Clause

phrase in which two or more words function together in a sentence as an adjective

## Adverb Clause

phrase in which two or more words function together in a sentence as an adverb

## Professional Writing

type of written communication used in the workplace