

# 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

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## 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