



Action verb: A **verb** that describes an action. The action can be a physical action or a mind action.

Adjective: An adjective modifies (describes) a **noun** or **pronoun**. It tells **what kind**, **how many**, or **which one**.

Adjective phrase: A **prepositional phrase** that modifies (describes) a **noun**.

Adverb: An adverb modifies a **verb**, **adjective**, or other **adverbs**. It tells **how**, **when**, **where**, and **to what extent** something is true. Many adverbs are formed by adding “**ly**” to an **adjective**.

Adverb phrase: A **prepositional phrase** that modifies a **verb**.

Almanac: A reference book published every year that contains calendars and information about many subjects. Almanacs give facts about important records, events, and people. Many almanacs are available on online internet sites.

Alphabetical order: Words listed in the order of the alphabet.

Antecedent of a pronoun: The **word**, **phrase**, or **clause** to which a **pronoun** refers, understood by the context. Example: **The baby walked by himself**. (**Baby** is the **antecedent** of the **pronoun himself**.)

Atlas: A book of maps. Many atlases are available online.

Author card: A card in the **card catalog** arranged in **alphabetical order** by the author’s last name.

“Be” verb: A “be” verb is also known as a **“state of being” verb** or a **linking verb**. Examples: **be**, **am**, **is**, **are**, and **were**.

Bibliography: A list of all the references used in a report – books, encyclopedias, internet sites. A bibliography includes the title of the reference, the author’s name, copyright date, and page numbers (when applicable).

Card catalog: A large file in a library that contains many different cards in **alphabetical order** used to locate non-fiction books. Each card is for one book in the library.

Comparative adjective: An **adjective** that compares two things. The ending “**er**” can be added to many adjectives to make comparative adjectives.

Complete predicate: A complete predicate contains not only the **verb** but also any other words that describe the verb or verbs in the **predicate part** of a sentence.



Completer or complement: A word or group of words that completes the meaning of a **verb**.

Complete subject: A complete subject contains not only the **noun** or **pronouns** in the **subject part** of the sentence but also the other words that describe the noun or pronoun.

Contraction: A shortened form of a word, a figure, or a group of words.

Detail sentence: A detail sentence tells more about the **topic sentence** in a **paragraph**.

Descriptive paragraph: A descriptive paragraph paints a picture with words for the reader that will appeal to one or more of the senses such as hearing or seeing.

Dewey Decimal System: A lettering and numbering system used by libraries to arrange **non-fiction** books in order by topic.

Dictionary: A long list of words arranged in **alphabetical order**. It gives the **definition** of a word, the correct **spelling**, **pronunciation**, number of **syllables** and the **part of speech** of the word. Many dictionaries are available online.

Direct object: A **noun** or a **pronoun** that receives the action of the **verb** or shows the result of the action. It tells “**what**” or “**whom**” after an **action verb**.

Double negative: **Two negative words** used together in a sentence. Double negatives should be avoided.

Editing: Editing involves reviewing (reading over) one’s written work carefully and to correct any mistakes such as spelling or grammar, or to improve the expression of thoughts.

Editing symbols: Special **editing** marks used to correct mistakes in written work.

Encyclopedia: A book or an online source that gives facts about many things. They give **general information** and **facts** on people, places, things, and events. An encyclopedia is used to research a topic for a report.

Entry words: The words listed **alphabetically** on each page of a **dictionary**.

Explanatory paragraph: A **paragraph** that explains how to do something in time sequence.

Fact: Statements that can be checked to find out if they are true.

Fiction: Stories that are imaginary.

Guide word: The words in a **dictionary** at the top corners of each page used to more quickly locate an **entry word**.



Helping verb: A **verb** that helps the **main verb** name an action. Examples of helping verbs: **am, are, is, was, and were**. **I am walking to school.**

Homophone: A word that is **pronounced** the same as another word but differs in meaning. The words may be spelled the same, such as **rose (flower)** and **rose (past tense of rise)** or differently, such as **two, too, and to**.

Index: An alphabetical list, usually located at the back of the book that lists the books **main topics, subtopics, and page numbers** where the information can be located.

Imperative sentence: The subject “you” of the sentence is not expressed or named. Imperative sentences give a command or an order. Example: **(You) Go see who is at the door.**

Indirect object: An indirect object tells **to whom** (or to what) or **for whom** (or for what) the **action of the verb** applies. The indirect object is found between the **verb** and the **direct object**.

Internet terms:

Boolean logic: The use of the words **AND, OR, and NOT** with search terms to refine your search.

Browser: A software program that allows you to navigate the internet, to view web documents, to view web pages, and to download files and web pages. Examples are: **Internet Explorer, Netscape Navigator, Mozilla Firefox** and **Safari**.

Domain: A category listed in the **URL** to identify the purpose of a site. Domain names always have two or more names separated by dots.

File name: The list of folders on the computer, down to the actual file.

Hardware: The parts of a computer that you can actually see and touch.

http: This means **hypertext transfer protocol**. The way computers recognize and talk to each other.

Internet: A network of networks. The internet is a lot of computers linked together with a server.

Keywords: The important words that identify the topic you are searching.

Protocol: The specific information computers use to recognize and communicate with each other. It is usually in **http** or **https**.

Server: A computer that has the right software to find files or web pages.



Search engine: Search engines are internet robots that search the web daily and order the information they find. **Google** is a commonly used search engine.

Software: The programs that computers run such as **Microsoft Word** and **Norton Anti-Virus**.

URL: This means **uniform resource locator**. The address for a website. It tells the computer where to find an address on the internet.

www.: This means **world wide web**. A body of information that can be either facts or opinions.

Interrogative pronoun: An interrogative pronoun introduces a question.

Inverted sentence: A sentence where the **predicate** comes before the **subject**.

Linking verb: A **verb** that links, or connects, the **subject** with a **noun**, a **pronoun**, or an **adjective** in the **predicate** part of the sentence.

Narrative paragraph: A **paragraph** that tells what happened.

Negative words: The words “**no**,” “**nothing**,” and “**not**” are called negative words. Contractions made with the word “not” are also negative words. Example: **don’t (do not)**

Non-fiction: Books that contain true stories. **Biographies** and **autobiographies** are non-fiction books.

Noun phrase: Either a single **noun** or **pronoun** or a group of words containing a noun or a pronoun that functions together as a noun or a pronoun as the **subject** or **object** of a verb.

Object of a preposition: The noun or pronoun that follows a **preposition**.

Object pronouns: A pronoun used as an **object of the verb** or as an **object of the preposition**.

Opinion: A belief a person thinks is true.

Outline: A condensed plan for writing **paragraphs** or **reports**.

Paragraph: A group of **sentences** that tell about the same idea.

Predicate: The part of the **sentence** that tells **what the subject does, what the subject did, or what happened**.

Preposition: A word that relates a **noun** or a **pronoun** to another word in the sentence.



Examples of some commonly used prepositions: **in**, **at**, and **of**.

Prepositional phrase: The **preposition** and all of the words between the preposition and the **object of the preposition**. A prepositional phrase may act as an **adjective** or as an **adverb**.

Proofreading: The review and editing of any written draft.

Pronoun: A pronoun is a word that takes the place of one or more **nouns**.

Reference materials: Include **dictionaries, encyclopedias, atlases, almanacs, thesauruses, newspapers, magazines,** and **internet sites** used for writing reports.

Run-on sentence: Two or more **sentences** run together to form one sentence. Run-on sentences should be avoided.

Simple subject: A simple subject has only one **noun** or **pronoun** in the **subject part** of the **sentence**.

Simple predicate: A simple predicate has only one **verb** in the **sentence**.

State of being verb: Another name for a **linking verb** or a “**be**” **verb**.

Stringy sentences: A stringy sentence is the combination two or more sentences by using the word “**and**” to string them together to form one sentence. Stringy sentences should be avoided.

Subject: The subject is the part of the **sentence** that tells **who** or **what** did something.

Subject card: A card in the **card catalog** of a library arranged in **alphabetical order** by **subject**.

Subject pronoun: A pronoun used in the **subject part** of a **sentence**.

Superlative adjective: A type of **adjective** that compares more than two things where one of the things is the most of something. The ending “**est**” is added to an adjective to form a superlative adjective. Many times the words “**of all**” are used in a sentence with a superlative adjective.

Table of Contents: Located at the front of most books, the table of contents lists the names of all chapters and units in the order they appear in the book as well as the page on which each chapter or unit begins.

Title card: A card in the **card catalog** of a library arranged in **alphabetical order** by the book’s title.



Topic sentence: A topic sentence expresses the **main idea** in the **paragraph**.

Transitive verb: An **action verb** that expresses an action directed toward a person or thing. A transitive verb has a **direct object**.

Verb phrase: The **predicate part** of a sentence is also called the verb phrase part of a sentence.

