

## Appendix D: ABE/GED CURRICULUM FRAMEWORKS GLOSSARY OF TERMS

### Glossary of Language Arts Terms and Vocabulary

**Adapted materials** – Authentic texts and other materials that have been modified for lower-level students. The format, vocabulary, grammatical forms, or sentence structure of authentic materials can be adapted. (See **Simplified materials** and **Authentic materials**.)

**Alliteration** –The repetition of initial consonant sounds in words (e.g. bold as brass).

**Aural discrimination** – Recognition of the meaningful differences between spoken sounds, words, or phrases.

**Authentic materials** – Actual reading or listening materials, not modified or simplified, from the real world (e.g. newspaper articles, pamphlets, radio broadcasts). (See **Adapted materials** and **Simplified materials**.)

**Background knowledge** – Existing knowledge that the learner already has. In the second language comprehension process, at least three types of background are potentially activated: (1) linguistic information, (2) knowledge of the world (one’s store of concepts and experiences), and (3) knowledge of discourse structures or how various types of authentic discourse (e.g. conversations, radio broadcasts, newspaper articles, political speeches) are generally organized.

**Blends** – A combination of two or more adjacent consonant phonemes pronounced rapidly (e.g. /bl/ in *blue*).

**Chunking** – Putting small groups of words together into meaningful phrases. We tend to speak in chunks that reduce the energy required for processing language.

**Collocation** – A predictable combination of words that commonly go together. For example: Some words that collocate well with *work* are *full-time work*, *work area*, *work smoothly*, and *challenging work*. Also, collocates are important in ESL because they help to explain why some learner language is grammatically correct and the meaning is apparent, yet the utterance seems strange. For example, in North America, *teeth* collocates with *brush*, as in *I am going to brush my teeth*, whereas *I am going to clean my teeth* is a grammatically correct and comprehensible sentence but seems awkward and is something a native speaker would not ordinarily say.

**Complex sentences** – A complex sentence contains one or more independent clause and one or more dependent clauses (e.g. He goes to the dentist / when he has a toothache.)

**Compound sentences** – A compound sentence is made up of two simple sentences that are joined by a coordinate conjunction, punctuation, or both (e.g. She likes to take the subway, but she doesn’t like to take the bus. She likes to take the subway; she doesn’t like to take the bus.)

**Conjunctions** – A conjunction connects individual words or groups of words. A coordinating conjunction connects words, phrases, or sentences that are equal or the same type (e.g. or, and, but). A subordinating conjunction connects a dependent clause to an independent clause in order to complete the meaning of the dependent clause (e.g. after, although, as, because, before, if, since, when, where, while, and soon).

**Connected speech** – Spoken language simplified so that sounds run into one another, are reduced or left out, contracted, or blended. Connected speech is commonly used in the informal speech of native speakers. One important effect of connected speech is that the boundaries between words become blurred. While this may not represent a particular problem for a native speaker, a nonnative speaker who has been taught to recognize individual words and short sentences in their idealized citation forms may have difficulty comprehending. (See **Linked words** and **Reduced speech**).

**Conditionals (if clauses)** – Sentence structures used to state a cause and effect event or situation (e.g. If it rains, the game will be cancelled. If it rained, the game would be cancelled. If it had rained, the game would have been cancelled.).

**Content-based instruction** – Using subject matter such as life-skills topics (e.g. housing, work), themes, or academic course materials (e.g. math, science, social studies) as a basis for language teaching.

**Content words** – Those words that are stressed within a sentence; those words that carry the most meaning, for example, nouns, verbs, or adjectives. (See **Function words**).

**Context clues** – Information found in the material that helps decide the meaning of a word or phrase. Readers and listeners can use context clues to determine meaning of words by using the other words around the term in a sentence or surrounding sentences to determine a logical definition to maintain reading or listening comprehension fluency.

**Contextualized** – Sounds, vocabulary, and grammar presented within a meaningful context to facilitate learning (e.g. The grammatical structure of commands taught within the context of a doctor’s visit: Open your mouth. Raise your arms.).

**Decode** – Translating letters into the sounds of spoken language so as to pronounce or read a visually unfamiliar word. Often referred to as “sounding out” a word.

**Digraph** – Written symbol composed of two letters that represent one speech sound. There are consonant digraphs (e.g. *ch*,) or vowel digraphs (e.g. *ōō* as in *food*).

**Diphthong** – A single vowel phoneme resembling a “glide” from one sound to another (e.g. *oi* /noise/, *ou* /sound/).

**Discourse** – Communication in speech or in writing which is two or more sentences long.

**Embedded questions** – Embedded questions begin with phrases such as “Do you know...” “Can you tell me...” and are followed by a noun clause that begins with *who*, *what*, *where*, *when*, *why*, *how* or *if*. In the noun clause the verb order is not transposed as it is in a question (e.g. Can you tell me *where it is*? (See **Embedded statements**)).

**Embedded statements** – Embedded statements look as if they are questions inside sentences. An introductory clause is followed by a noun clause that begins with *who*, *what*, *where*, *when*, *why*, *how*, or *if*. In the noun clause the verb order is not transposed as it is in a question (e.g. I don't know *who he is*. I can't remember *where I put it*. I wonder *when she left*. (See **Embedded questions**).

**Figurative language** – Language that communicates ideas beyond the ordinary or literal meaning of the words (e.g., simile, metaphor, hyperbole, personification).

**Free-writing** – Writing for about five-to-ten minutes without concern for organization, grammar, and spelling; free-writing may be jumpstarted with a prompt.

**Fluency** – Speaking fluency refers to the ability to produce rapid, flowing, natural speech, but not necessarily grammatically correct speech. Writing fluency is deft, cohesive writing created quickly and easily. Reading fluency refers to the ability to read words and texts with relative ease, but fluency does not necessarily imply reading with comprehension.

**Formulaic speech** – English expressions that low-level learners memorize as wholes, such as greetings. (See **Learned phrases**).

**Function words** – Words that mainly express a relationship between the grammatical elements of a sentence. Function words include articles, auxiliary verbs, personal pronouns, possessive adjectives, demonstrative adjectives, prepositions, and conjunctions. Function words make up 65% or more of all written material (See **Content words**).

**Genre** – A literary category. The main literary genres are fiction, nonfiction, poetry, and drama. Each type conforms to specific expected rules and, often, a unique format.

**Gist** – An overall or generalized understanding of a piece of communication. A learner can gain meaning and understand what is happening even if she can't understand every phrase or sentence. The listener tries to pick up key words, intonation, and other clues to make a guess at the meaning. The reader tries to locate key words and context clues to make a guess at the meaning.

**Graphic organizers** – A visual used to organize information so it can be more easily represented, recalled, or understood (e.g. word webs, Venn diagrams, charts, tables). (See **K-W-L chart, Mind map, and Venn diagram**).

**Guided writing** – In guided writing, the teacher and learners (or pairs or small groups of learners) compose together. They go through the steps of the writing process together: brainstorming, drafting, revising, editing, and producing a final product.

**High-frequency words** – Words that appear repeatedly in printed material. High-frequency words include a large number of function words (articles, auxiliary verbs, pronouns, possessive adjectives, demonstrative adjectives, prepositions, and conjunctions), and common nouns, verbs, adjectives, and adverbs. Many high-frequency words are not phonetically regular. (See **Sight vocabulary**).

**Homonym** – One of two or more words that have the same sound and often the same spelling but differ in meaning; such as *bank* (embankment) and *bank* (place where money is kept).

**Hyperbole** – An intentional exaggeration or overstatement that a writer uses for emphasis or comic effect (e.g. Michael exploded when he saw the damage to his car).

**Idiom** – A phrase or expression that means something different from what the words actually say (e.g. “over his head” means “doesn’t understand”).

**Inference** – Inference is the activity performed by a reader or listener in drawing conclusions that are implied but not explicit in what is written or said.

**Inflection** – A change in the form of a word (usually by adding a suffix) to indicate a change in its grammatical function such as number, person, or tense (e.g. *–ed*, *–er*).

**Informal language** – Oral language used in social or peer settings, usually in contrast to more formal academic language (e.g. “Hi, how are you?”).

**Intonation** – The melody or pitch contour of speech.

**Irregular verb** – A verb that forms the simple past in a different way than regular verbs. Regular verbs add *–d* or *–ed*. Irregular verbs can have the same form in simple present and simple past (e.g. put) or a different form (e.g. went).

**K-W-L Chart** – A graphic organizer that helps learners to draw on what they know, focus on what they want to learn, and identify what they learned. To create a K-W-L Chart, learners draw three columns. In the first column, write what is already known about a topic. In the second column, write questions about the topic. In the third column, write important information and answers to the questions after reading or studying about the topic. K-W-L charts can be completed as a class with the teacher or independently. (See **Graphic organizers, Mind map, Venn diagram**).

**Key words** – Words that carry significant meaning in the utterance or text, as opposed to words that may have a grammatical function and whose meaning may not be crucial for comprehension.

**Learning strategies** – Specific actions, behaviors, steps, or techniques used by learners to improve their learning. (e.g. using a graphic organizer, asking a speaker to repeat, using context clues).

**Learning style** – A learner’s preferred way of perceiving, organizing, and retaining information.

**Lexicon** – All the words the learner knows.

**Linked words** – Also known as elision. The last consonant of the first word is joined to the vowel starting the second word. (e.g. Get out! /getout/; we’re ready? /we’re ready/). (See **Connected speech** and **Reduced speech**).

**Mind map** – A mind map is a graphic organizer used for developing ideas and organizing information. Mind mapping helps to identify central ideas, the relative importance of other ideas, and how they are connected. A main or central word or image is placed in the center and then key words, symbols, images, and abbreviations are added as sub ideas. Sub-ideas should be on lines that ultimately connect to the center. Each new line should be open, allowing space for more connections to sub-ideas farther from the center. Mind maps are used for a pre-writing activity; note taking, developing grocery lists, brainstorming sessions, etc. (See **Graphic Organizers, K-W-L chart, Venn diagram**).

**Modeling** – In a teaching context, showing others how to do something by doing it while they watch.

**Multiple meanings** – A word that has more than one definition dependent on its use in context within a sentence or passage (e.g. Manny **hit** a home run. “With or Without You” by U2 was a **hit** in the ‘80’s).

**Non-verbal communication** – Aspects of communication that do not involve language or are used in conjunction with language (e.g. intonation, stress, pauses, gestures, facial expressions, eye contact, physical proximity, body language). (See **Body language**).

**Paraphrase** – To rephrase the wording of one’s own or another’s oral speech or written text. (e.g. *When were you born?* can be paraphrased as *What is your date of birth?*)

**Parts of speech** – There are eight parts of speech: noun, pronoun, verb, adjective, interjection, adverb, preposition, and conjunction.

**Phonemic awareness** – The ability to hear, identify, and manipulate the separable sounds in words (e.g. The listener’s ability to distinguish the three sounds (phonemes) in *pet*: /p/e/t/ from the three sounds in *bet*: /b/e/t/).

**Phonics** – Letter-sound relationships, and the related skills used in analyzing words into phonemes or larger units and blending them to form recognizable words (e.g. the *str-* pattern and the *-ing* pattern in *string* and the sounds they represent).

**Prefix** – A word part that is added to the beginning of a word that changes the meaning of the word (e.g. *un-* in *unhappy*).

**Prior knowledge** – (See **Background knowledge**).

**Productive skills** – Learner’s ability to produce language by speaking or writing. (See **Receptive skills**).

**Proficiency Level** – Portrays what students at a particular level know and can do in relation to what is being measured (e.g. a learner can do “x, y and z” in the Massachusetts ABE ELA Framework, Reading strand, *Proficiency Level 5*). Proficiency levels are not to be confused with a program’s class design levels. Programs should use proficiency levels, though, to closely crosswalk with their program class design levels.

**Questions** – There are two general types of questions: yes/no questions and informational (often open-ended) questions. Informational questions begin with who, whom, what, where, when, why, how, and which (e.g. Do you live in Boston? Where do you live?)

**Receptive skills** – Understanding language that is heard or read. Learners are not required to produce new language; they only have to understand the language they see or hear. (See **Productive skills**).

**Reduced speech** – The reduction of distressed syllables so that both consonants and vowels are less explicitly pronounced. Reductions can be within a word (e.g. int(e)rest), or in a phrase or sentence (e.g. *kuz* becomes *because*, *want to* becomes *wanna*, *him* is pronounced as /Im/ instead of /hlm/ in the sentence *She wants him to come.*) (See **Connected speech** and **Linked words**).

**Register** – Variety of language appropriate to the level of formality in a particular social setting, the relationship among the participants, and the purpose of the interaction (e.g. Hi, George. vs. Good afternoon, Mr. President. Open the window! vs. Would you mind opening the window?).

**Rejoinder** – A short response used in conversation. Rejoinders do not convey any information as such, but they keep the conversation going and show that the listener has understood and is receptive (e.g. That’s too bad. Good idea. So do I).

**Retelling** – An activity where students summarize and retell a story or conversation; one of the best ways to test comprehension.

**Role play** – A classroom activity in which learners assume roles to enact a situation or conversation.

**Scaffolding** – Temporary support from a teacher that enables the learner to take on and understand new material and tasks they are not quite ready to do independently. (e.g. engaging learners in pre-reading activities, using graphic organizers, providing definitions of key vocabulary, teacher modeling of an activity, providing multiple resources).

**Scan** – Quickly search a text for some particular piece of information (e.g. Looking quickly through a newspaper article for a name.)

**Sequencing words** – Words that help learners comprehend or relate the order in which events occur (e.g. first, then, finally first, next then, at this point, later, afterwards).

**Sight vocabulary** – Words that a student learns to read as whole words without sounding out. Even if these words are phonetically regular, they may follow phonetic patterns the learner has not yet mastered (e.g. “name” may be memorized as a sight word if the learner does not know silent –e).

**Simple sentences** – A sentence consisting of one main clause (e.g. The bus is coming. Daniel called his mother.)

**Simplified materials** – Texts that are specially written for classroom use but have the style and format of authentic materials. The texts use controlled or limited vocabulary and simple sentence structure for use by lower level students. (See **Adapted materials** and **Authentic materials**).

**Skimming** – Quickly running one’s eyes over a text to get its gist (Skim to determine if an article is about a crime or about an accident).

**Standard** – Standards describe what learners should know and be able to do within a specific content area.

**Strand** – A strand is a cluster of learning standards in the content area organized around a central idea, concept, or theme.

**Stress** – (See **Syllable stress** and **Word stress**).

**Suffix** – A word part that is added to the ending of a root word and establishes the part of speech of that word (e.g. *-tion* added to *assert*, a verb, creates the word *assertion*, a noun).

**Syllabification** – Indicates the division of words into syllables. This can be done by clapping, pounding or tapping out the individual syllables in a word, or by writing an underline, or by scooping under the individual syllables in a word (e.g. ex press).

**Think-aloud strategy** – A metacognitive strategy that can be used when reading a text. The reader verbalizes how she creates meaning for herself from the text (e.g. make predictions, make connections with prior knowledge, create analogies, and talk about trouble spots such as difficult vocabulary). By verbalizing, the reader reinforces the process of gaining meaning from text and can share her thought process with others.

**Tone** – An expression of the attitude of a writer or speaker toward a subject. Unlike mood, which is intended to shape the emotional response of the reader or listener, tone reflects the feelings of the writer or speaker. Tone is created by the pitch, rhythm, volume and/or choice of words. It can be serious, humorous, sarcastic, playful, ironic, bitter, or objective. (See **Voice**).

**Transition words or expressions** – Words or phrases often used to link sentences, subjects or other parts of a written text. Also used when speaking. Transitions include:

**adding an idea:** *also, in addition, further, furthermore, moreover*

**contrasting:** *however, nevertheless*

**providing an alternative:** *instead, alternatively*

**showing similarity:** *similarly, likewise*

**showing order of time or order of ideas:** *first, then, next, later, meanwhile, previously, finally*

**showing result:** *as a result, consequently, therefore, thus, so*

**affirming:** *of course, in fact, certainly, obviously*

**giving example:** *for example, for instance*

**explaining:** *in other words, that is*

**adding an aside:** *by the way, incidentally*

**summarizing:** *in conclusion, above all*

**Use and usage** – Use is how the language is used in communication. This can be contrasted with usage, the grammatical rules for the language (e.g. “Have you ever eaten fried snake?”—Use: To inquire about past experiences; Usage: A present perfect question with “ever” placed in front of the past participle). Although usage does have some part to play in adult education, use is more important. In meaningful communication, learners are more concerned with the use of language.

**Venn diagram** – A graphic organizer that is used to compare two characters, ideas, etc. To create a Venn diagram, draw two overlapping circles. In the first circle, put things that are unique about the first thing to be compared. In the second circle, put things that are unique about the second thing to be compared. In the overlapping section, put things both have in common. (See **Graphic Organizers**, **K-W-L chart**, **Mind map**).

**Visualizing** – The reader makes a mental picture or sketch of the words on the page and draws on what is “seen” to help create meaning.

**Voice** – A writer’s unique use of language that allows a reader to perceive a human personality in his or her writing. The elements of style that determine a writer’s voice include sentence structure, diction, and tone.

**“With support”** – Reinforcement of instructional skill learning with assistance, guidance and/or supervision.

**Word families** – Grouped words linked by derivation or etymology (e.g. doubt, doubtful, doubtless, dubious). Word families or word sorts can also refer to words that belong to a particular group. This group can be a semantic group (e.g. *bean, squash, carrot* belong to the semantic group, *vegetables*); a syntactical group (e.g. *walk, run, jump* belong to the syntactic group, *verbs*); or functional group (e.g. *hello, hi, good morning* belong to the functional group, *greetings*).

**Word order** – The correct order of subject, verb, adjectives, and other parts of speech in an utterance or sentence. Word order often follows set rules (e.g. *a blue book* instead of *a book blue*.) Word order in a sentence can affect meaning (e.g. In the sentence, “The Red Sox beat the Yankees,” the first word indicates the doer of the action, while the fourth indicates the recipient of the action.) Word order can also provide clues for the meaning of a word (e.g. In the sentence “The jeft is on the floor.” the reader or listener can surmise that the nonsense word, *jeft*, is a noun because it comes after the article, *the*, and before a verb).

**Writing process** – An approach to writing and teaching writing that includes developing ideas, writing a rough draft, revising, editing, and completing a final product.

\* This glossary has been adapted from the Massachusetts Department of Education ELA Curriculum Framework, <http://www.doe.mass.edu/acls/frameworks/>



## Glossary of Math Terms and Vocabulary

**Absolute value** - The distance from a number to zero on the number.

**Acute angle** - An angle measuring less than  $90^\circ$ .

**Adjacent angles** – Angles that share one side.

**Adjacent sides** – Sides in a polygon that shares a vertex.

**Algebra** – An extension of the basic operations of arithmetic in which letters are used to represent numbers.

**Algebraic expression** – A translation of a mathematical relationship using basic arithmetic operations (for example, the phrase a number increased by four can be written as  $x + 4$  or  $4 + x$ ).

**Angle** – A figure formed by two rays extending from the same point.

**Area** – A measure of the amount of surface on a closed plane figure.

**Associate property** – For addition and multiplication, three numbers can be grouped in any order; the sum or product will be the same; for any numbers  $a$ ,  $b$ , and  $c$ ,  $(a + b) + c = a + (b + c)$  and  $(ab)c = a(bc)$ .

**Average** – The sum of a set of numbers divided by the number of numbers in the set; another name for mean.

**Base** – One of the factors in a power (for example, in  $3^2$  the base is 3 and the exponent is 2; or extended  **$3 \times 3$** ).

**Base angles** – The two angles in an isosceles triangle.

**Borrowing** - Regrouping or renaming a fraction in a subtraction problem.

**Canceling** – A shortcut for multiplying fractions which involves finding a number that divides evenly into the numerator of one fraction and the denominator of another.

**Circle** – A plane figure, each point of which is the same distance from the center.

**Circumference** – The distance around a circle.

**Common denominator** – For a set of fractions, a number into which each denominator can divide evenly.

**Commutative property** – For addition and multiplication, numbers, can be added or multiplied in any order; the sum or product will be the same; for any numbers  $a$  and  $b$ ,  $a + b = b + a$  and  $ab = ba$ .

**Compatible pairs** – Numbers that divide evenly (for example, 80 and 4,800).

**Complementary angles** – Angles whose sum is  $90^\circ$ .

**Cone** – A 3-dimensional figure whose base is a circle and whose height is the perpendicular distance from the base to the vertex.

**Congruent figures** – Geometric figures with exactly the same shape and the same size.

**Consecutive numbers** – One number following the other (for example, 19 and 20).

**Convert** – To change from one unit of measure to another.

**Coordinate plane** – A flat surface divided by a horizontal x-axis and a vertical y-axis.

**Coordinates** – A pair of numbers in the form  $(x, y)$  that identify the distance of a point from the origin or center on the coordinate plane; the first number tells the distance to the left or right of the vertical axis, and the second number tells the distance above or below the horizontal axis.

**Corresponding sides** – The matching sides of similar figures; pairs of corresponding side can be written as a proportion.

**Cosine** – For an acute angle in a right triangle, the ratio of the adjacent side to the hypotenuse; abbreviated as  $\cos$ .

**Cross products** – In a statement with two equal fractions, the numerator of the first fraction multiplied by the denominator of the second fraction and the numerator of the second fraction multiplied by the denominator of the first fraction.

**Cube** – A 3-dimensional figure that contains six square faces; at each vertex, all sides meet at right angles.

**Cubic units** – The units of measure used with volume, such as cubic inches or cubic meters.

**Customary units of measure** – The system of measurement used in the United States; includes inches, feet, and miles for distance and ounces, pounds, and tons for weight.

**Cylinder** – A 3-dimensional figure that has both a circular base and a circular top, and whose height is the perpendicular distance from the top to the bottom.

**Data** – Numerical information.

**Decimal** – A fraction in which the whole is divided into tenths, hundredths, thousandths, ten-thousandths, and so on.

**Degree** – The unit of measurement for angles; one degree is  $\frac{1}{360}$  of a circle.

**Denominator** – The bottom number in a fraction.

**Diameter** – The distance across a circle through the center.

**Difference** – The answer to a subtraction problem.

**Digit** – One of the ten number symbols (0, 1, 2, 3, 4, etc.).

**Distributive property** – When multiplying a number by a sum or a difference, you may first multiply each number in the sum or difference, or you can first find the sum or difference and then multiply; for any numbers  $a$ ,  $b$ , and  $c$ ,  $a(b + c) = ab + ac$ .

**Dividend** – The number that is divided in a division problem.

**Divisor** – The number that goes into another number in a division problem.

**Equation** – A statement showing that two amounts are equal.

**Equilateral triangle** – A triangle with three equal sides and three equal angles, each measuring 60 degrees.

**Estimate** – (Noun) an approximate value; (verb) to find an approximate value.

**Evaluating** – Substituting a value for the variable in an algebraic expression and solving.

**Even number** – A whole number that is evenly divisible by 2.

**Exponent** – A number that tells the power to which a base is raised.

**Factor** – (Noun) a number or variable that divides evenly into another number or algebraic expression; (verb) to write a number or an algebraic expression as a product of two or more terms.

**Formula** – A mathematical rule that tells the relationship between quantities.

**Fraction** – A part of a whole.

**Geometry** – The branch of mathematics that studies points, lines, angles, surfaces, and solid figures.

**Gram** – The standard unit of weight in the metric system.

**Graph** – A diagram that shows a relationship among numbers.

**Grouping symbols** – Symbols such as parentheses or the fraction bar that tell which operations to do first.

**Horizontal axis** – The line that usually runs along the bottom of a graph; the x-axis on the coordinate plane.

**Horizontal line** – A line that runs from left to right.

**Hypotenuse** – In a right triangle, the side opposite (across from) the right angle.

**Improper fraction** - A fraction in which the numerator is greater than or equal to the denominator.

**Inequality** – A statement showing that two amounts are not equal; the symbols are  $<$  (less than),  $>$  (greater than),  $\leq$  (less than or equal to), and  $\geq$  (greater than or equal to).

**Intercept** – The coordinates of the point where a line crosses the x-axis or y-axis of the coordinate plane.

**Intersection** – The point where two lines or line segments meet.

**Isosceles triangle** – A triangle in which two sides have the same length; the two angles opposite the equal sides have the same measure.

**Legs** – Two shorter sides in a right triangle.

**Like fractions** – Fractions with the same denominator.

**Line** – A straight path of points that continues in two opposite directions.

**Line segment** – A straight path of points with definite length, having two endpoints.

**Linear equation** – An equation whose graph is a straight line.

**Liter** – The standard unit of liquid measure in the metric system

**Lowest terms** – The status of a fraction that cannot be reduced further.

**Mean** – The sum of a set of numbers divided by the number of numbers in a set; another name for average.

**Median** – A number in the middle of a set of numbers, or the mean of the two middle numbers in a set.

**Meter** – The standard unit of length in the metric system.

**Metric system** – The system of measurement used in most countries; includes meters and kilometers for distance and grams and kilograms

for weight.

**Mixed number** – A number with both a whole number and a fraction.

**Mode** – The most frequently occurring number in a set.

**Monomial** – An algebraic expression with only one letter, number, or group of letters and numbers not separated by plus or minus signs (for example,  $5x$ ).

**Negative number** – A number less than zero.

**Number line** – A line used to represent positive numbers, negative numbers, and zero.

**Number sequence** – A list of numbers in a special order or pattern (for example, 2, 4, 5, 8, 10. . .); also called a number series.

**Numerator** – The top number of a fraction.

**Obtuse angle** – An angle that measures more than  $90^\circ$  and less than  $180^\circ$ .

**Odd number** – A whole number that is not evenly divisible by 2.

**Opposite sides** – Sides in a quadrilateral that is across from each other.

**Origin** – The point on the coordinate plane where the x-axis and the y-axis intersect.

**Parabola** – The curve formed by the graph of a quadratic equation.

**Parallel Lines** – Lines that run in the same direction and do not cross.

**Parallelogram** – A four-sided figure with two pairs of parallel sides.

**Perfect square** – A number that has an exact square root.

**Perimeter** – The distance around a closed plane figure.

**Perpendicular lines** – Lines that intersect at a right angle.

**pi** – The Greek letter  $\pi$  representing the ratio of the circumference of a circle to its diameter; the approximate value is 3.14, or  $22/7$ .

**Place value** – The number that a digit stands for.

**Plane** – A flat surface.

**Point** – A fixed position in a space.

**Polygon** – A closed plane figure formed by three or more line segments that meet only at their endpoints.

**Positive numbers** – A number greater than zero.

**Power** – A product of identical factors (for example  $3^2$ , or  $3 \times 3$ ).

**Prime number** – A number that is evenly divisible by itself and 1.

**Probability** – The chance of an event happening, usually expressed as the ratio of the number of favorable outcomes to the total number of outcomes.

**Product** – The answer to a multiplication problem.

**Proper fraction** – A fraction in which the numerator is less than the denominator.

**Proportion** – A statement showing that two ratios (or fractions) are equal.

**Protractor** – A tool for measuring and drawing the degrees in an angle.

**Pythagorean relationship** – For a right triangle, the square of the hypotenuse is equal to the sum of the square of the other two sides; the formula is  $a^2 + b^2 = c^2$ .

**Quadratic equation** – An equation in which at least one variable is raised to the second power.

**Quadrilateral** – A closed figure with four sides.

**Quotient** – The answer to a division problem.

**Radius** – The distance from the center of a circle to its circumference.

**Ratio** – A comparison of two numbers by division; may be written with a colon; as a fraction, or with the word *to*.

**Ray** – A straight path of points that begins at one point and continues in one direction.

**Reciprocal** – An inverted fraction (for example  $2/3$  inverted is  $3/2$ ).

**Rectangle** – A four-sided figure with four right angles and with two pairs of parallel sides.

**Reducing** – Expressing a fraction in lowest terms.

**Reflex angle** – An angle that measures more than  $180^\circ$  and less than  $360^\circ$ .

**Right angle** – An angle that measures exactly  $90^\circ$ .

**Right triangle** – A triangle with one right angle.

**Round number** – A number that ends in zero or zeros

**Rounding** – Making an estimate that is close to an original amount.

**Scalene triangle** – A triangle with no equal sides and no equal angles.

**Similar figures** – Geometric figures with the same shape but not necessarily the same size.

**Slope** – A measure of the “steepness” of a line on the coordinate plane.

**Solid** – A 3-dimensional figure.

**Square** – In geometry, a four-sided figure with four right angles, four equal sides, and two pairs of parallel sides.

**Square root** – one or two equal factors of a number; the symbol is  $\sqrt{\quad}$ .

**Square units** – The units of measure used with area, such as square inches, square feet, and square meters.

**Statistics** – The study of organizing and interpreting data.

**Straight angle** – An angle that measures exactly  $180^\circ$ .

**Sum** – The answer to an addition problem.

**Supplementary angles** – Angles whose sum is  $180^\circ$ .

**Transversal** – A line that cuts across parallel lines, intersecting each of them.

**Trapezoid** – A four-sided figure with one pair of parallel sides.

**Triangle** – A closed plane figure with three sides and three angles.

**Unknown** – A quantity of undetermined numerical value, usually represented by a letter.

**Variable** – A letter that can be replaced by numbers.

**Vertex** – The point where two sides of a closed figure or two sides of an angle meet.

**Vertical angles** – Two equal angles that lie across from each other when two lines intersect.

**Vertical axis** – The line that runs up and down one side of a graph.

**Volume** – The amount of space inside a 3-dimensional figure; usually measured in cubic units.

**X-axis** – The horizontal line that divides the coordinate plane.

**Y-axis** – The vertical line that divides the coordinate plane.

**Whole number** – A number that is evenly divisible by 1.

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## Glossary of Social Studies Terms and Vocabulary

**Acid rain** – A type of polluted rain, produced when acids from smokestacks combine with water vapor that can harm lakes, forests, and human health.

**Adapt** – To change or tailor something to fit, humans change their environment or their way of doing something to fit their current needs or goals.

**Affirmative Action** – Efforts to recruit or hire members of underrepresented groups, such as women and minorities.

**Allegiance** – Devotion or loyalty.

**Allocation** – The process of choosing which needs will be satisfied and how much of our resources we will use to satisfy them.

**Altitude** - The height of a thing above sea level or above the earth's surface.

**Amendment (to the U.S. Constitution)** – Changes in, or additions to, a constitution. Proposed by a two-thirds vote of both houses of Congress or at the request of two-thirds of the state legislatures. Ratified by approval of three-fourths of the states.

**American Influence on Foreign Countries** – As the most powerful nation and economy in the world the United States affects the cultures, economies, and politics of nations worldwide. When other nations seek access to and become part of the lucrative U.S. market their own economies, cultures and politics are affected by American culture and values.

**American Political System/Presidential System** – A system of government in which the legislative and executive branches operate independently of each other and in which power is distributed through a system of checks and balances.

**Ancient history** – history of people living from the beginnings of human society through 300 CE.

**Articles of Confederation** – The first document created to govern the newly formed government after the American Revolution. It created a “firm league of friendship” among the 13 original states. The states agreed to send delegates to a Confederation Congress. Each state had one vote in Congress.

**Authority** – Right to control or direct the actions of others, legitimized by law, morality, custom, or consent.

**Bar Graph** – A means of displaying data using the length of “bars” to represent the values of the data being displayed.

**Bias** – An unfair act or policy resulting from prejudice.

**Bigotry** – Intolerance and prejudice; obstinate and unreasoning attachment to one's own belief and opinions, with narrow-minded intolerance of beliefs opposed to them.

**Biography** – A narrative account of a person’s life.

**Bill of Rights** – First ten amendments to the Constitution ratified in 1791, these amendments limit governmental power and protect basic rights and liberties of individuals.

**Bipartisan** - Supported by members of two parties, especially two major political parties.

**Boundary** – The limit or extent within which a system exists or functions, including a social group, at state, or physical feature.

**Branches of Government** – Established in the U.S. Constitution to divide the power of government between legislative, executive and judicial branches.

**Brown v. Board of Education of Topeka (1954)** – Supreme Court case that declared that “separate-but-equal” educational facilities are inherently unequal and therefore a violation of equal protection of the law guaranteed by the Fourteenth Amendment.

**Calendar** – A table showing the days, weeks, and months of at least one specific year.

**Campaign** – The overall effort a candidate makes to win votes through speeches, press conferences, and advertising.

**Campaigns** – Activities planned to achieve a certain goal as in electing a candidate or establishing a public policy.

**Capital** – Cash, goods, natural resources, or human skills that are used to produce income.

**Capital Resources** – Goods made by people and used to produce other goods and services (also called intermediate goods).

**Capitalism** – Economic system characterized by the following: private property ownership exists; individuals and companies are allowed to compete for their own economic gain; and free market forces determine the prices of goods and services.

**Cash** – Currency and coins.

**Census** - An official, usually periodic enumeration of a population, often including the collection of related demographic information. As required by the Constitution, the census of the population of the United States takes place every 10 years.

**Century** – One hundred years.

**Checking Accounts** – Deposits in a checking account give individuals quick, convenient, and immediate access to money in their account. Money is accessed through the writing of a check, which transfers money to the person or business named. Some checking accounts pay interest (NOW accounts), but most do not institutions may impose fees on checking accounts, along with a charge for the checks.

**Checks and Balances** – Constitutional mechanisms that authorize each branch of government to share powers with the other branches and thereby check their activities. For example, the president may veto legislation passed by Congress, the Senate must confirm major executive appointments, and the courts may declare acts of Congress unconstitutional.

**Choice** – What someone must make when faced with two or more alternative uses for a resource, also called an economic choice.

**Chronological order** – Arranged in order of time occurrence.

**Circle Graph** – Used to display data that adds up to 100%.

**Citizen's responsibilities and conduct** – Actions expected of citizens in their daily conduct such as upholding the values and principles of the Constitution, obeying the law, voting and participating in the civic life of the community.

**Citizenship** – Status of being a member of a nation, one who owes allegiance to the government and is entitled to its protection and to political rights.

**City-state** - A self-governing city, often with surrounding lands it governs.

**Civilization** – The type of culture and society developed by a particular nation or region or in a particular epoch: The ways in which people organize themselves.

**Civil Rights** – Protections and privileges given to all U.S. citizens by the Constitution and Bill of rights.

**Climate** – The temperature, precipitation, winds, etc. that characterize a region. Long term trends in weather elements and atmospheric conditions.

**Common Good** – Involves individual citizens having the commitment and motivation (that they accept as their obligation) to promote the welfare of the community (even if they must sacrifice their own time, personal preferences or money) to work together with other members for the greater benefit of all.

**Communism** – The final state of social evolution according to Marx, in which the state has withered away and economic goods are distributed according to need.

**Communication** – The exchange of thoughts messages and or information.

**Community** – A group of people living in the same locality and under the same government.

**Comparison** – An examination of two or more objects, ideas, locations, concepts, or individuals to discover the similarities and differences.

**Conflict** – An open clash between two opposing groups, individuals, or nations regarding an ideology or a course of action.

**Conflict and cooperation** – A recurring theme of social studies that represents the opportunities for people in communities, nations, regions or worldwide to engage in activities in which they openly clash with one another while retaining the capacity at other times to work together towards accomplishing common goals.

**Conflicting viewpoint** – A position taken by one individual group, or nation, which is in opposition to the position of another individual, group, or nation.

**Consensus** – A point reached in a negotiation where a general agreement of all or most of the people consulted is achieved.

**Constitution** – The system of fundamental laws and principles that prescribes the nature, functions, and limits of a government or another institution. The fundamental law of the United States, framed in 1787, ratified in 1789, and variously amended since then.

**Consumer** – A customer who buys the products or services a business produces.

**Consumer Credit** – Ability to buy goods or services now and pay later by installment payments.

**Consumer Goods** – Items that are made for final consumption (i.e., not used by business to produce other goods or services).

**Continent** - One of seven large landmasses on the Earth, which separates the oceans.

**Core Democratic Values** – Fundamental beliefs and constitutional principles outlined in the Declaration of independence and/or the United States Constitution and other important writings of the nation such as Supreme Court decisions.

**Corporation** – An organization of people legally bound together by a charter to conduct some type of business.

**Costs** – The total money, time, and resources associated with a purchase or activity.

**Costs of Production** – All resources used in producing goods and services, for which their owners receive payment.

**Country** – A sovereign nation.

**Crusade** - Any of the military expeditions undertaken by European Christians in the 11th, 12th, and 13th centuries to recover the Holy Land from the Muslims. Also, a vigorous concerted movement for a cause or against an abuse.

**Culture**--- The values, beliefs and perceptions of the world that are learned and are shared by members of a community or society, and which they use to interpret experience and to generate behavior, and that are reflected in their own behavior.

**Cultural geography** – The study of how people use space and interact with their environment.

**Culture** – Learned behavior of people, which includes their belief systems and languages, their social relationships, their institutions and organizations, and their material goods (food, clothing, buildings, tools, and machines).

**Currency** – paper money with a specified value, issued by the government or a central bank.

**Currency Exchange** – The comparative value of foreign currencies.

**Decade** – Ten years.

**Deciduous** – Type of tree that loses its leaves during portions of the year, usually beginning in the autumn months.

**Declaration of Independence** – The declaration of the Congress of the Thirteen United States of America, on the 4th of July, 1776, by which they formally declared that these colonies were free and independent States, not subject to the government of Great Britain.

**Deforestation** – The clearing or destruction of forests, generally for the purposes of timber extraction, agricultural expansion, cattle raising and in drier climates an increase demand for firewood.

**Delegated Powers** – Powers granted to the national government under the Constitution, as enumerated in Articles, II, III, and I

**Demand** – The desire and ability of individuals to purchase economic goods or services at the market price; along with supply, one of the two key determinants of price.

**Democracy** – A system of government in which political authority is held by the people; typically feature constitutional governments where the majority rules, a belief in individual liberty and in equal rights for all people, freedom of expression, political freedom, and freedom of choice.

**Describe** – To tell the who, what, when or where about something.

**Desegregation** - To abolish or eliminate segregation; to open (a school or workplace, for example) to members of all races or ethnic groups, especially by force of law; to become open to members of all races or ethnic groups.

**Desert** – An area with little precipitation or where evaporation exceeds precipitation and thus includes sparse vegetation.

**Dictator** – A ruler with absolute power.

**Discrimination** - Treatment based on class or category rather than individual merit.

**Disparities** – Lack of equality.

**Dispute** - A disagreement or argument about something important.

**Distributor** – A firm that sells and delivers merchandise to retail stores or acts as an intermediary in business.

**Distribution** – The delivery of merchandise to retail stores.

**Diversity** – Variety in culture and ethnic background, race and belief is not only permissible but also desirable and beneficial in a pluralistic society.

**Doctrine** - A principle or body of principles presented for acceptance or belief, as by a religious, political, scientific, or philosophic group; dogma, e.g., Monroe Doctrine.

**Domestic** – Of one's own country; not foreign.

**Domestic Economy** – Activities dealing with the production and distribution of goods and services within one's own country.

**Dred Scott v. Sanford: Dred Scott Decision of 1857** - The Supreme Court ruled that Dred Scott could not file a lawsuit because, as a black, he was not a citizen. The justices also agreed that slaves were property. They also ruled that Congress did not have the power to outlaw slavery in any territory.

**Due Process of Law** – Right of every citizen to be protected against arbitrary action by government; the government must use fair procedures to gather information and make decisions in order to protect the rights of individuals and the interests of society.

**Earning** – Activities people engage in to acquire resources. Also, income after taxes is deducted.

**Economic Freedom** – The right to acquire, use, transfer, and dispose of private property without unreasonable governmental interference; the right to seek employment wherever one pleases; to change employment at will; and to engage in any lawful economic activity.

**Economic geography** – The study of how people use space and interact with their environment to answer the basic economic questions of production and distribution.

**Economic Goals of Government** – In the mixed economy of the United States government has six broad goals: **economic growth**, more and better goods and services produced; **full employment**, everyone who wants to work should have a job; **price stability**, stable prices that do not rise dramatically, **economic freedom**, individuals should be free to make their own economic decisions; **fair distribution of wealth**, an agreement in principle that it is undesirable for any group to suffer extreme poverty while others enjoy extreme wealth; and **economic security**, government aid for those who are sick, disabled, or aged.

**Economic Indicators** – The leading indicators include the money supply, stock prices, consumer expectations, commodity (raw materials, farm products) prices, the average work week, new unemployment claims, new building permits, new orders for consumer goods, new orders for capital goods, unfilled orders, and back-logged deliveries.

**Economic Roles of Government** – In the mixed economy of the United States government has six broad goals: **economic growth**, more and better goods and services produced; **full employment**, everyone who wants to work should have a job; **price stability**, stable prices that do not rise dramatically, **economic freedom**, individuals should be free to make their own economic decisions; **fair distribution of wealth**, an agreement in principle that it is undesirable for any group to suffer extreme poverty while others enjoy extreme wealth; and **economic security**, government aid for those who are sick, disabled, or aged.

**Economics** – 1. Having to do with the production, distribution, and consumption of goods and services. 2. The management of the income, supplies, and expenses of household, government, etc.

**Ecosystems (ecological system)** – A system formed by the interaction of all living organisms (plants, animals, and humans) with each other and with the physical and chemical factors of the environment in which they live.

**Electoral college**- The group of people selected by each state that elect the president and Vice President of the United States. The number of votes each state receives is determined by the number of representatives they have in Congress (the number of their state's Representatives plus their two Senators).

**Elevation** - The height on the earth's surface above or below sea level.

**Emigrant** - Emigrant and emigration have reference to the country from which the migration is made; the correlative words immigrant and immigration have reference to the country into which the migration is made, the former marking the going out from a country, the latter the coming into it.

**Emotion** – Arousal that is interpreted in relation to a situation and results in expressive behavior.

**Enslaved people** – Individuals whose liberty has been taken away and are forced to work for others without compensation as property.

**Entrepreneur** – Individual who takes the risk of producing a product for a profit.

**Environment** – The natural or human surrounding in which living things interact.

**EPA** – Environmental Protection Agency.

**Equality** – Everyone should get the same treatment regardless of where their parents or grandparents were born, their race or religion, or how much money they have; citizens all have political, social, and economic equality.

**Era** – A period of time in history.

**Ethics** – Standards of right and wrong; morals.

**Ethnic Cleansing** – The removal or extermination of a racial or cultural group.

**Ethnicity** - One's cultural identity (NOT biological identity).

**Evaluate** – Make judgments about the value of ideas or materials.

**Exchange** – Giving one thing in return for some other thing.

**Executive Branch** – Carries out and enforces laws to protect individual rights and promote the common good.

**Executive Power** – Power of the president governor or mayor to implement and enforce laws.

**Explain** - To give reasons for why something happens.

**Exports** – Goods or services produced in one nation but sold to buyers in another nation.

**Federal** – Anything pertaining to the national government, but not the state or local government.

**Federal Courts** - Article III of the Constitution gives the federal courts jurisdiction—the authority to hear and decide a case—only in certain specific areas. These are cases that involve one of the following: The Constitution, federal laws, admiralty and maritime laws, disputes in which the United States government is involved, controversies between states, controversies between citizens of different states, Disputes involving foreign governments and United States ambassadors, ministers, and consuls serving in foreign countries.

**Federal Judiciary** – Nine members of the U.S. Supreme Court and approximately five hundred judges appointed by the president and approved by the Senate for the federal courts.

**Federal Reserve System (the Fed)** – The central banking system in the United States. It regulates money and banking in the United States.

**Federalism** – Power is shared between two sets of governmental institutions, those of the states and those of the central or federal authorities, as stipulated by the Constitution.

**Fees** - Charges for services rendered.

**Feudal system** - Introduced to England by William I -The Conqueror. In a feudal system the King owned all the land. The King as his personal property kept one quarter, some was given to the church, and the rest was rented out. In this system a lord swears allegiance to the king in return for protection. A lord took in serfs who paid homage to him and took the same oath. This system would continue to the lower and lower classes that would work for fiefs or land. The Feudal System lasted in England until the Tudor period.

**Filibuster** - The use of obstructionist tactics, especially prolonged speechmaking, for the purpose of delaying legislative action.

**Fiscal Policy** – Decisions by the President and Congress, usually relating to taxation and government spending, with the goals of full employment, price stability, and economic growth.

**Five Themes of Geography** –

- **Location** – Includes both absolute and relative. Absolute location: expressed in terms of the latitude and longitude identifies a place's exact location on the earth. Relative location: describes where a place is in relation to other places.

- **Place** - Particular city, village, or area with distinctive physical and human characteristics that distinguishes it from other places.

- **Human Environment/Interaction** – How people change their surroundings like



clearing land to make farms; and how people adapt to their environment like building homes with insulation and central heating in cold climates.

- **Movement** – the moving of people, ideas, information, and products around the world.

- **Region** – An area with one or more common characteristics or features, which gives it a measure of homogeneity and makes it different from surrounding areas.

**Foreign market** - When buyers and sellers from different countries make transactions, directly or via intermediaries.

**Foreign policy** - When dealing with other nations, the systematic collection of practices, regulations, and rules of procedure and conduct followed by the Federal Government.

**Forms of Taxation** - Forms of taxation: taxes are charges imposed by the government on people or property for public purposes. Taxes take different forms like the benefit principle (gasoline taxes for road construction), progressive taxes, regressive taxes, proportional taxes, direct taxes, indirect taxes, income taxes, sales taxes, excise taxes (levied on a specific item), property taxes estate and gift taxes, tariffs and social security tax.

**Free Market Economy** – An economy in which individuals decide the economic questions in the market place.

**Freedom** – Being able to act without interference or control by another; right to believe in what you want, right to choose own friends, and have own ideas and opinions, to express own ideas in public, the right for people to meet in groups, the right to have any lawful job or business.

**Fundamentalism** - Fundamentalism can be broadly defined as a strict and literal adherence to a set of basic principles and specific beliefs. Although many, if not most forms of fundamentalism are religious, by no means are all religious people fundamentalists. The adherence to certain beliefs seen in fundamentalism is so strong, that the presentation of evidence that contradicts these beliefs leads to no reassessment of them, on the part of the fundamentalist.

**Genocide** – The extermination of a cultural or racial group.

**Geography** - An integrated discipline that brings together the physical and human dimensions of the world in the study of people, place, and environment focusing on the earth's surface and the processes that shape it, the relationships between people and environments, and the connections between people and places.

**Goods** – Objects that can be held or touched that can satisfy people's wants.

**Globalization** - Refers to the many ways in which people are being drawn together not only by their own movements but also through the flow of goods/services, capital, and ideas/information. Globalization also includes the impact that increased human interactions have on the natural environment.

**Global warming** – The theory that Earth's atmosphere is gradually warming due to the buildup of carbon dioxide in the lower atmosphere caused by human activity such as the burning of coal.

**Governor** – The chief executive of a state government who is elected by the state’s voters.

**Government** – An institution that determines and enforces a society’s laws. The size and nature of a government varies according to the society it governs.

**Greenhouse effect** – The warming of the earth caused by the buildup of carbon dioxide in the lower atmosphere, possibly as the result of human industrial activity.

**Gross Domestic Product (GDP)** – The total dollar value of all final goods and services produced in a country in a given year equals the total consumer, investment and government spending, plus the value of exports minus the value of imports.

**Gross National Product (GNP)** – Is calculated by adjusting the GDP to include income accruing to domestic residents as a result of investments abroad minus the income earned in domestic markets accruing to foreigners abroad.

**Habitat** - A place where a plant or animal naturally or normally lives and grows.

**Households** – Individual or family units.

**Human Resources** – Quantity and quality of human effort directed toward producing goods and services (also called labor or human capital).

**Human rights** - The basic rights and freedoms, to which all humans are entitled, often held to include the right to life and liberty, freedom of thought and expression, and equality before the law.

**Hydrologic Cycle** - The continuous circulation of water from the oceans, ice sheets, lithosphere, atmosphere, and all living things in the biosphere.

**Identify** – To recognize and name an object, person, or idea.

**Ideas** - Something, such as a thought or concept, that potentially or actually exists in the mind as a product of mental activity, an opinion, conviction, or principle.

**Identify** – To name something.

**Immigration** - To enter and settle in a country or region to which one is not native.

**Imports** – Goods and services that consumers in one country buy from producers in another country.

**Inalienable** – (also unalienable) rights that cannot be given or taken away.

**Incentives** – Factors that motivate and influence the behavior of households and businesses; prices, profits, and losses act as incentives for participants to take action in a market economy.

**Indigenous** - Originating and living or occurring naturally in an area or environment e.g., indigenous plants or the indigenous people of a country.

**Income Taxes** – Taxes paid by households and business firms on the income they receive.

**Individual Rights** – Fundamental to American constitutional democracy is the belief that individuals have certain basic rights that are not created by government but which government should protect. These are the right to life, liberty, economic freedom, and the pursuit of happiness. It is the purpose of government to protect these rights, and it may not place unfair or unreasonable restraints on their exercise. Many of these rights are enumerated in the Bill of Rights.

**Inflation** – An increase in the general level of prices people pay for goods and services. A popular measure of inflation is the consumer price index.

**Infringement** – Contrary to or violate; go beyond the proper or usual limits.

**Innovation** – A newly introduced idea, invention, or way of doing things that changes the world.

**Institutions** - Customs, practices, relationships, or behavioral patterns of importance in the life of a community or society: *the institutions of marriage and the family*. Established organizations or foundations that reflect the culture and beliefs of a people.

**Integration** - The bringing of people of different racial or ethnic groups into unrestricted and equal association.

**International** – Between or among nations; having to do with the relations between nations.

**International Trade** – The exchange of goods and services between or among nations.

**Interpretation** – An explanation of something that is not immediately obvious.

**Investment** – Purchase of tangible assets, such as machines, factories, or inventories that are used to produce goods and services for the purpose of making a profit.

**Islam** - A monotheistic religion characterized by the acceptance of the doctrine of submission to God and to Muhammad as the chief and last prophet of God.

**Jihad** - A Muslim holy war or spiritual struggle against infidels (those who do not believe in the doctrines of the Islamic faith).

**Jim Crow Laws** – The systematic practice of discriminating against and segregating Black people, especially as practiced in the American South from the end of Reconstruction to the mid – 20th century.

**Judicial Branch** – The Branch of the Federal government responsible for interpreting laws. The Supreme Court heads it. A major responsibility is to protect individual rights and settle conflicts or disputes.

**Justice** – People should be treated fairly in the distribution of the benefits and burdens of society, the correction of wrongs and injuries, and in the gathering of information and making of decisions.

**Key** – An explanation of the features, colors, or shading on a map or chart.

**Kinship** - The patterns and rules of relationship among people who are linked or related to each other through shared descent from common ancestors or through marriage.

**Labor** – The physical and mental exertion that human beings put into production activities.

**Labor force** – Those who are working or actively seeking work.

**Landform** - The shape, form, or nature of a specific physical feature of the earth's surface; e.g., plain, hill, valley, plateau, bay island.

**Land use** - The range of uses of Earth's surface made by humans. Uses are classified as urban, rural, agricultural, forested, etc.

**Latitude** – A measure of distance north or south of the equator.

**Law** – A set of rules, issued and enforced by a government that binds every member of society.

**Learning** - A relatively permanent change in behavior that occurs through experience.

**Legal** – According to the law; permitted by law; lawful.

**Legend** – An explanatory description to the features on a map or chart.

**Legislative Branch** – Passes laws to protect individual rights and promote the common good.

**Liberty** – Includes the freedom to believe what you want, freedom to choose your own friends, and to have your own ideas and opinions, to express your ideas in public, the right for people to meet in groups, and the right to have any lawful job or business.

**Life** – Each citizen has the right to the protection of his/her life; an individual's right to life should be considered inviolable except in certain highly restricted and extreme circumstances, such as the use of deadly force to protect one's own or others' lives.

**Limited Resources** – The condition of there not being enough resources to fulfill all wants and needs.

**Line graph** – A means of displaying data by connecting lines between dots representing the values of a continuous variable.

**Location** – Where something is: Absolute Location – the exact position on the globe using addresses, grid coordinates, or the imaginary lines of longitude and latitude.

**Relative Location** - The location of a place or region in relation to other places or regions (e.g., northwest of or downstream from).

**Longitude** – The position of a point on Earth’s surface expressed as its angular distance, east, or west, from the prime meridian to 180°.

**Loss** – The investment lost in a business when its expenses exceed its income.

**Lumbering** – Industry involved in cutting timber and selling it.

**Market** – The place where buyers and sellers come together to make transactions of goods and services.

**Market Economy** –An economic system based only on the interaction of market forces, such as supply and demand. A true market economy is free of governmental influence, collusion and other external interference, and buyers and sellers making exchanges determine prices.

**Melting pot** – Term was coined in the early 1900s by playwright Israel Zangwill in his play *The Melting Pot*. The term refers to the Zangwill’s theory that immigrants to the United States lose their unique national-ethnic identities upon their arrival in the United States and become “Americans.”

**Millennium** – One thousand years.

**Minerals** - A naturally occurring, homogeneous inorganic solid substance having a definite chemical composition and characteristic crystalline structure, color, and hardness.

**Migration** – To move from one place to settle in another.

**Miranda Rule** – An arresting officer’s requirements to inform criminal suspects of their rights before questioning.

**Model** – A set of assumptions and hypotheses that is a simplified description of reality.

**Monarchy** – A system of government in which the head of state, usually a royal figure (king, queen) is a hereditary position.

**Monetary Policy** – The regulation of the money supply and interest rates by a central bank, such as the Federal Reserve Board in the U.S., in order to control inflation and stabilize currency.

**Money** – A medium of exchange, a good that can be used to buy other goods and services.

**Movement** – The moving of people, ideas, information, and products around the world.

**Multicultural** – A social or educational theory that encourages interest in many cultures within a society rather than in only a mainstream culture.

**Muslim also Moslem** - A believer in or adherent of Islam.

**NAFTA** – North American Free Trade Agreement – the United States, Canada, and Mexico formed a major trading block in 1992 that removed tariffs and other barriers to the creation of a free trade zone among the three countries.

**Narratives** – In social studies narratives are stories or tales about events that identify the people involved, describe the setting, and sequences the important events.

**Nation** – A culturally and politically unified group of people bound together by a strong sense of shared values, institutions, and cultural characteristics.

**Nationalism** - The belief that nations will benefit from acting independently rather than collectively, emphasizing national rather than international goals.

**NATO** – North Atlantic Treaty Organization founded in 1948 to curb communist expansion. There are nineteen member countries of NATO, the North Atlantic Treaty Organization. They are: Belgium, Canada, Czech Republic, Denmark, France, Germany, Greece, Hungary, Iceland, Italy, Luxembourg, Netherlands, Norway, Poland, Portugal, Spain, Turkey, United Kingdom, and United States.

**Natural Resources** – Anything from the natural environment that people use to meet their needs. They are “gifts of nature” that are present without human intervention.

**Needs** – Those things that everyone must have to survive.

**Negotiate** – To arrange for or bring about through conference, discussion, and compromise.

**Nonrenewable resource** – A finite resource that cannot be replaced once it is used e.g. petroleum, minerals.

**Ocean** - The entire body of salt water that covers more than 70 percent of the earth's surface and is separated by the continents; and whose principal divisions include the Atlantic, Pacific, Indian, Arctic, and Antarctic oceans.

**Ownership** – The right to use something and to enjoy its benefits.

**Ozone** – A gas formed from an interaction between oxygen and sunlight.

**Ozone Layer** – A region in the earth's upper atmosphere that protects life beneath by filtering out dangerous ultraviolet solar radiation.

**Parliamentary System** – A system of government in which power is concentrated in a legislature. The legislature selects one of its members, usually called a prime minister, as the nations' principal leader and other legislative members deserve as the leader's cabinet.

**Partisan** - A fervent, sometimes militant supporter or proponent of a party, cause, faction, person, or idea.

**Patriotism** – Virtuous citizens display a devotion to their country in words and deeds, including devotion to the fundamental values and principles upon which it depends.

**Per Capita Income** – The average income per person.

**Personality** – Relatively stable pattern of behavior and thinking manifested in interactions with self and others.

**Physical Features** – Natural characteristics of the earth's surface such as land forms, climate, winds, and ocean currents.

**Pie chart** – Used to display data that adds up to 100%.

**Place** – A particular city, village, or area with distinctive physical and human characteristics that distinguishes it from other places.

**Plains** - Landform feature characterized by gentle slopes and minimum of local relief.

**Plateau** – Landform features characterized by high elevation and gentle upland slopes (e.g., the Grand Canyon area of the United States).

**Political Freedom** – The right to participate freely in the political process choose and remove public officials, to be governed under a rule of law; the right to a free flow of information and ideas, open debate and right of assembly.

**Population** – A group of individuals which interbreed or exchange genes primarily with each other, and thus share traits in common more than with members of other populations. If a population becomes split, as from migration, so that one part no longer interbreeds with the other, gradually each separated group could accumulate changes not shared with the other and would thus develop or evolve into distinctive populations.

**Preamble** – Introduction to a formal document that explains its purpose.

**Prejudice** – Holding unreasonable preconceived judgments or convictions especially pertaining to irrational suspicion or hatred of a particular group, race, or religion.

**Presidential System /American Political System** – A system of government in which the legislative and executive branches operate independently of each other and in which power in branches operate independently of each other and in which power is distributed through a system of checks and balances.

**Price** – The amounts of money that people pay in exchange for a unit of a particular good or service.

**Primary Source Documents** – Original documents that help us learn about past people or events (e.g., letters, diaries, maps, drawings, laws, statutes).

**Primary Sources** – Any document or artifacts that is direct evidence of historical events including clothing, furniture, homes, recordings, documents and photographs.

**Privacy** – The state of being free from unsanctioned intrusion.

**Private Goods** – Goods that are privately owned and used to benefit only their owners.

**Process** – A series of gradual changes bringing about a result.

**Processes** – The series of changes by which something develops (major world processes are population growth, economic development, urbanization, resource use, international trade, global communication, and environmental impact.).

**Producers** – People who use resources to make goods and services.

**Production** – The act of growing, making, or manufacturing goods and services.

**Productivity** – The amount of output per unit of input.

**Profit** – The positive gain from an investment or business operation after subtracting for all expenses. Opposite of loss.

**Propaganda** – The systematic spreading of ideas or beliefs reflecting the views and interests of those advocating a doctrine or cause.

**Property** – That which is legally owned by an individual or entity.

**Property taxes** – Taxes paid by households and businesses on land and buildings.

**Public Goods** – Goods and services that are provided by the government. They are often too expensive or not practical to be obtained by individuals.

**Public Policy** – Decisions and laws that a government makes about an area of public concern to guide the actions of government.

**Pursuit of Happiness** – The right of citizens in the American constitutional democracy to attempt to attain – “to pursue” –happiness in their own way, so long as they do not infringe upon rights of others.

**Race** – Commonly used to refer to regional human populations assumed to be significantly genetically different from each other, though in the same species. Anthropologists hold that this view ignores the vast amount of genetic diversity within any population and the minimal importance of differences between populations, so that race is used to refer to ethnic group (cultural) differences as though they had a biological basis. Recent DNA research shows that the amount of DNA variation within any population is more than 16 times greater than DNA differences between populations.

**Racism** – An irrational belief in an advocacy of the superiority of a given group, people, or nation.

**Rebate** - A partial refund following a purchase.

**Reciprocity** – Mutual exchange, especially an exchange of special privileges in regard to trade between two countries



**Reconstruction** – Period after the Civil War when the south was re-built; also, the Federal program to rebuild it.

**Referendum** - The submission of a proposed public measure or actual statute to a direct popular vote.

**Reform** – Movement to improve unsatisfactory conditions.

**Region** – An area that shares common characteristics. Regions can be physical regions; land formations and climate; human traits that make up a region such as language, religion history and political boundaries.

**Regulation** - Rules and laws the government makes to control the economy. In laissez-faire economic systems there is no regulation of the economy. In the United States, the government participates in the economy to assure the accomplishment of the economic goals of government.

**Religion** - A personal or institutionalized system grounded in such belief and worship.

**Religious Liberty** – There shall be full freedom of conscience for people of all faiths or none. Religious liberty is considered to be a natural inalienable right that must always be beyond the power of the state to confer or remove. Religious liberty includes the right to freely practice any religion or no religion without governmental coercion or control.

**Representative Democracy** – A system of government in which the people choose political leaders to make policy decisions on their behalf.

**Republic** - A republic is a sovereign state in which all segments of society are enfranchised and in which the state's power is constitutionally limited. A republic is distinguished from a true democracy in that the republic operates through a representative assembly chosen by the citizenry, while in a democracy the populace participates directly in governmental affairs.

**Resources** – All natural, human, and man-made aids to the production of goods and services. Also called productive resources.

**Rule of Law** – Principle that every member of a society, even a ruler, must follow the law.

**Rural** – Areas of low population density.

**Sales Taxes** – Taxes paid by the consumer on the goods and services people buy.

**Savings Accounts** – With savings accounts you can make withdrawals, although the number you can make each month may be limited. Savings accounts usually earn interest. Institutions may assess various fees on savings accounts, such as minimum balance fees.

**Scale** – On maps the relationship or ratio between a linear measurement on a map and the corresponding distance on Earth's surface. For example, the scale 1:1,000,000 means one unit (mile or kilometer) on the map and represents 1,000,000 similar units on Earth's surface. Also refers to the size of places or regions being studied.

**Scarcity** – The condition that occurs because people’s wants and needs are unlimited, while the resources needed to produce goods and services to meet these wants and needs are limited.

**Secondary Sources** – Summaries and interpretations of original artifacts.

**Segregation** - The policy or practice of separating people of different races, classes, or ethnic groups, as in schools, housing, and public or commercial facilities, especially as a form of discrimination.

**Separation of Powers** – The distribution of political power among the branches of government, giving each branch a particular set of responsibilities.

**Services** – An intangible act, which satisfies the wants or needs of consumers such as medical advice and education.

**Shortages** – The situation resulting when the quantity demanded exceeds the quantity supplied of a good, service, or resource.

**Site** – The specific place where something is located, including its physical setting (e.g., on a floodplain).

**Situation** – The general location of something in relation to other places or features of a larger region (e.g., in the center of a groups of cities).

**Slavery** - The institution that supports the holding of human beings as property.

**Socialism** – Any one of various systems in which the means of producing goods are owned by the community or the government rather than by private individuals with all people sharing in the work and the goods produced.

**Social organization** - The rule-governed relationships of individuals and groups within a society that holds it together.

**Soil** - Unconsolidated material found at the surface of Earth, which is divided into layers (or horizons) characterized by the accumulation or loss of organic and inorganic compounds. Soil types and depths vary greatly over Earth’s surface, and are very much influenced by climate, organisms, rock type, local relief, time, and human activity.

**Sovereign** - The person, body, or state in which independent and supreme authority is vested; such as, in a monarchy, a king, queen, or emperor--in the United States, the people.

**Stock Market** – A financial market which is organized to buy and sell stocks through exchanges, over-the-counter, and electronically.

**Supply** – The quantities of a good or service that a firm is willing and able to make available for sale at different prices (economic concept of supply and demand).

**Surpluses** – The situation resulting when the quantity supplied exceeds that quantity demanded of a good, service, or resource.

**Synthesize** - Build a structure or pattern from diverse elements. Put parts together to form a whole, with emphasis on creating a new meaning or structure.

**Tariff** – Tax on foreign goods brought into a country. An official schedule of taxes imposed by a government on imports or exports.

**Taxes** – Required payments of money made to governments by households and business firms.

**Theory** – A set of principle that can be used to make inferences about the world.

**Timeline** – A graphic means of displaying historical events in chronological order.

**Tolerance** - A disposition to allow freedom of choice and behavior.

**Totalitarian** – Country where a single party controls the government and every aspect of the lives of the people.

**Trade/Exchange** – Trading goods and services with people for other goods and services or for money. When people exchange voluntarily, they expect to be better off as a result.

**Trade-offs** – Giving up one thing to get something else.

**Treaty** - A formal agreement between two or more states, as in reference to terms of peace or trade.

**Trial** – The examination before a court of the facts or law in a court case.

**Truth** – A statement proven to be or accepted as true; in a democracy the principle that the government and citizens should not lie.

**Tyrant** – One who exercises absolute power without legal authority.

**Unalienable** – (also inalienable) rights that cannot be given or taken away; that cannot be transferred to another.

**Unemployment** – The situation in which people are willing and able to work at current wages but do not have jobs.

**Urban** – An area characterized as a city or town where the population density is greater than in the surrounding area and is acknowledged as a major cultural, service, and production location in a region

**Urbanization** – A process in which there is an increase in the percentage of people living/working in cities and towns.

**Values** - Beliefs of a person or social group in which they have an emotional investment (either for or against something); those things that are considered to be most important by a person or group.

**Wants** – Things that people desire.

**Watershed** - An area of land drained by a river and its tributaries.

**Weather** – Atmospheric conditions as regards to temperature, moisture, winds.

**Wetlands** - Productive land areas that are flooded for at least part of the year.

**World Trade Organization (WTO)** - An international agency that encourages trade between member nations, administers global trade agreements and resolves disputes when they arise.

\*This glossary has been adapted from [http://www.michigan.gov/documents/10-02Glossary\\_48851\\_7.pdf](http://www.michigan.gov/documents/10-02Glossary_48851_7.pdf), Michigan Department of Education.

## **Glossary of Scientific Terms and Vocabulary**

**Acceleration** – rate of change of velocity.

**Acid** – a compound that yields hydrogen ions ( $H^+$ ) when in aqueous solution. Acids have a sour taste and turn blue litmus red.

**Alcohol** – Organic compound used in gums, resins, dyes, and perfumes. Fermentation produces ethanol not alcohol.

**Alkali** – A base that is soluble in water.

**Allele** – Gene variant.

**Alloy** – A substance formed by the combination of two or more elements, at least one of which must be a metal.

**Amino acids** – Carbon, hydrogen, oxygen and nitrogen compounds the composition of which are determined by genes.

**Anatomy** – The study of the structure of the body and the relationship between its parts.

**Atomic number** – The number of protons in an atom.

**Atomic symbol** – The letters representing each of the elements.

**Atomic weight** – The average weight of an atom.

**Atoms** – Composite particles of protons, neutrons, and electrons. The smallest part of a substance that can take part in a chemical reaction.

**Base** – A compound that yields hydroxide ( $OH^-$ ) ions when in aqueous solution. Bases have a bitter taste, feel greasy, and turn red litmus blue.

**Biology** – The scientific study of living organisms.

**Boiling point** – The temperature at which a liquid turns to a vapor.

**Bond** – A chemical link between atoms.

**Carbohydrates** – The major energy source within plants and animals: sugars, starches, and glucose polymers.

**Carbon** – The basic element in all organic compounds.

**Catalyst** – A substance that reduces the activation energy of a reaction.

**Cell** – The smallest independent part of an organism.

**Chain reaction** – Polymerization initiated by the bonding of a free radical with a monomer.

**Charge** – The amount of unbalanced electricity in a system. Either positive or negative.

**Chemical equation** – The mathematical representation of a chemical reaction.

**Chemical (empirical) formula** – The ratio of elements in a substance. For example: the chemical formula of common salt is NaCl, sodium and chlorine in a ratio of 1:1.

**Chemical reaction** – The transformation of substances by the rearrangement of their atoms.

**Chromosomes** – DNA molecules that contain the set of instructions required to build and maintain cells.

**Compound** – A substance containing more than one element.

**Conduction** – Heat or electricity transfer through molecular interaction, e.g.: heat passing along a metal bar.

**Convection** – Heat transfer through the movement of a fluid, e.g.: warm air rising.

**Covalent bond** – A bond formed between atoms that share electrons.

**Crystal** – Solid substance with a regular geometric arrangement of atoms.

**Density** – The mass per unit volume in a substance.

**Diffraction** – The deviation in the path of a wave that encounters the edge of an obstacle.

**Diffusion** – The random movement of molecules within a fluid.

**Discrepant** – A surprising occurrence; which awakens curiosity.

**DNA:** Deoxyribonucleic acid. Twisted helical polymer chains. See chromosomes.

**Elasticity** – The ability of a body to regain its original shape after deformation.

**Electric current** – A flow of electrons through a conductor, the size of the current is proportional to the rate of electron flow.

**Electrons** – Negatively charged atomic particles.

**Electromagnetic waves** – Waves with both an electric and magnetic component. They are: radio, micro, infra-red, visible light, ultraviolet, X and gamma rays.

**Electrolyte** – An ion solution that is an electrical conductor.

**Element** – A substance composed of atoms all with the same atomic number. A substance that cannot be split chemically into smaller substances.

**Endothermic reaction** – A reaction in which heat is absorbed i.e.: melting or boiling.

**Energy** – The capacity to do work. Work is done by transferring energy from one form to another. For example the chemical energy in a fuel is converted to thermal energy as it burns. See also Laws of Thermodynamics.

**Enzymes** – Biological catalysts, proteins that control specific processes within the body.

**Equilibrium** – A stable situation in which products and reactants are balanced.

**Evaporation** – The change of state of a substance from a liquid to a gas below its boiling point.

**Evolution** – Natural selection, the survival of the fittest, is the driving force behind evolution and is measured by a species viability and fecundity. Governed by Darwin's theory of evolution by natural selection:

1. The distinguishing features (characters) of an organism may affect its fitness.
2. The design of a species (its morphology) differs within a population and may improve its fitness.

3. An organism may be susceptible to a lack of vital resources, predation, and disease reducing its fitness.
4. The characters that improve fitness must be inherited. Individuals that inherit these characters will survive at the expense of those who do not.
5. Mutation is essential for evolution: the inheritance of non-standard genes that improve fitness.

Note: Fitness is the ability to survive and reproduce, not necessarily a measure of physical fitness.

**Exothermic reaction** – A reaction from which heat is lost e.g.: combustion.

**Fats** – Molecules of fatty acids or glycerol. Used as a food store, insulation and for shock absorption.

**Field** – A region in space that is defined by a vector function. Common fields are: gravitational, electric, and magnetic.

**Fission** – Splitting the nucleus of an atom into smaller units.

**Fluid** – A liquid or gas.

**Force** – An action (transfer of energy) that will accelerate a body in the direction of the applied force. See Newton's Laws of Motion.

**Frequency** – The rate at which periodic motion repeats itself.

**Friction** – The interaction between surfaces: a measure of the resistance felt when sliding one body over another.

**Fusion** – 1. Change of state of a substance from a solid to a liquid. 2. The joining together of two atomic nuclei.

**Gametes** – Sex cells (spermatozoa or ova) that carry the genes donated by each parent.

**Gene** – A unit of inheritance. A section of DNA. Comprising a sequence of four bases: adenine, guanine, cytosine, and thymine.

**Genome** – The collective noun for a set of genes. The human genome contains 100 000 genes.

**Gravity** – The attraction that all bodies have for one another.

**Half-life** – The time taken for the level of radioactivity in an element to halve.

**Halogen** – Highly reactive gases forming group 7 of the periodic table.

**Heat** – The internal energy of a body (substance).

**Hydrocarbon** – Compounds containing only hydrogen and carbon atoms.

**Inertia** – Tendency of a body to remain at rest or move in straight line.

**Inheritance** – The features of an organism are determined by a set of chromosomes. These originate in the parents and are passed on to an offspring during fertilization. It follows then that since chromosomes are inherited, all the features of an organism must be inherited.

**Ion** – Atom with an unbalanced electrical charge caused by the loss or gain of one or more electrons.

**Ionic bond** – A bond formed by the electro-magnetic attraction between ions of opposite charge.

**Isotope** – An element that has more or less neutrons than normal. Many isotopes are radioactive.

**Kinetic energy** – The energy possessed by a body in motion.

#### **Laws of Thermodynamics.**

1. The amount of energy in the universe is fixed. It cannot be created or destroyed only changed from one state to another.
2. Heat cannot pass from a cold to a hot body. The opposite condition where heat always flows from a hot to a cold body is valid for the whole universe.

**Lens** – Light modifier. Convex lenses focus and concave lens diffuse light waves.

**Light** – The visible part of the electromagnetic spectrum: red, orange, yellow, green, blue, indigo, and violet. White light is a combination of all the above colors.

**Magnet** – A body that produces a magnetic field. All magnets are di-pole and follow the rule that like poles repel and unlike poles attract.

**Mass** – The quantity of matter in a body.

**Metals** – Elements characterized by their opacity, malleability and thermal and electrical conductivity.

**Mitochondria** – Organelles that convert glucose into energy.

**Molecular formula** – The number and types of atom in a molecule. For example the molecular formula of methane is CH<sub>4</sub>, one atom of carbon and four atoms of hydrogen.



**Molecule** – A group of atoms bonded together. It is the smallest part of a substance that retains the chemical properties of the whole.

**Momentum** – The product of mass times velocity. Momentum is conserved in any system of particles.

**Neutralization** – A reaction in which the characteristics of an acid or base disappear.

**Neutrons** – Particles with zero charge forming part of an atomic nucleus.

**Newton's Laws of Motion.** Classical laws that enable the prediction of the path of any object from a grain of sand to entire galaxies:

1. A body will remain at rest or move with a constant velocity unless acted upon by an outside force.
2. The acceleration of a body is proportional to the applied force. This is expressed by the universal formula: *Force = mass × acceleration*.
3. For every action there is an equal and opposite reaction.

**Noble gases** – Elements with zero valency. They form group 0 in the periodic table and are non-reactive.

**Nucleus** – 1. Organelle containing the chromosomes. 2. That part of an atom containing the protons and neutrons.

**Organelles** – Specialized organs within cells.

**Organic compounds** – Substances that contain Carbon.

**Ozone** – An isotope of oxygen that blocks ultra-violet radiation. Normally found in the stratosphere.

**pH Scale** – The strength of acids and bases. Pure water has a pH value of 7; acids have a lower value and bases higher.

**Phenomena** – A natural occurrence; which uses the scientific method to formally explain.

**Photo-synthesis** – The conversion of water and carbon-dioxide by plants into glucose and oxygen. Light is used as an energy source.

**Photons** – Fundamental quantum particles. It is the interaction of photons with other particles that drives the universe.

**Polymers** – Long chain molecules such as PVC, nylon or DNA produced by the polymerization of monomers.

**Power** – Amount of work done per second.

**Products** – The substances produced in a chemical reaction.

**Proteins** – Amino acid polymers with specific biological functions, especially the growth, regeneration, and repair of cells.

**Protons** – Positively charged particles forming part of atomic nuclei.

**Quantum theory** – The theory that energy can only be absorbed or radiated in discrete values or quanta. All particles are subject to quantum theory.

**Radiation** – 1. Transfer of heat between bodies without a change in the temperature of the intervening medium. 2. Any release of energy from its source.

**Radioactivity** – The spontaneous release of energy from atomic nuclei.

**Reactants** – The substances that take part in a chemical reaction.

**Refraction** – The deflection of a wave as it passes from one medium to another, e.g. through a lens.

**Relativity** – The relative values of time, motion, mass, and energy of a body in motion.

**Reproduction** – Reproduction is the process by which a new organism is produced. The first stage in the production of any organism is the fertilization of an ovum by spermatozoa (or spores on the case of plants). Fertilization produces a single cell called a zygote that contains all the information required to build the adult organism. The progression (growth) from zygote to adult is achieved through cell division.

**Resistance** – Opposition to current flow in a conductor.

**Respiration** – The production of energy by the oxidization of glucose.

**Speciation** – A group of organisms that are able to interbreed all belong to the same species. It follows then that organisms that are unable to interbreed belong to separate species.

**Specific heat** – The heat capacity of a body.

**Strain** – The deformation of a body under an applied load.

**Stress** – The measure of the force acting on a body.

**Temperature** – How hot one body is when compared to another.

**Torque** – The tendency of a body to rotate under an applied force...

**Velocity** – The rate of change of distance with respect to time.

**Viscosity** – The internal friction of a fluid, thick fluids have a high viscosity and thin fluids low.

**Weight** – The gravitational force exerted on a mass.

**Work** – The amount of energy transferred to a system.

**Zygote** – A fertilized egg, the fusion of a male and female gamete.

## Glossary of Technology Terms and Vocabulary

**Acceptable use policy** – This is a policy set up by the network administrator or other school leaders in conjunction with their technology needs and safety concerns. This policy restricts the manner in which a network may be used, and helps provide guidelines for teachers using technology in the classroom.

**ASCII** – American Standard Code for Information Interchange. This international standard contains 128 codes that correspond to all upper and lower-case Latin characters, numbers, and punctuation marks. Each code is represented by a seven-digit binary number: 0000000 through 1111111.

**Application** – A software program that lets you complete a task, such as writing a paper, creating a poster, designing an image, or viewing a Web page.

**Bandwidth** – The amount of information that one can send through a connection, measures in bits-per-second (Bps). A standard page of English text contains about 16,000 bits.

**BCC** – Blind Courtesy Copy or Blind Carbon Copy. A way to send an e-mail message to more than one recipient, without the parties knowing that an identical message was sent to others. Using the BCC is a good way to avoid the long list of recipients that your correspondents usually have to wade through in the header of a mass-mailing.

**Browser** – The software application that allows you to view Internet pages.

**Browser-safe colors** – Although there are millions of colors in the computer world, there are only 216 colors that are browser-safe, or are able to be read by any Web browser. These colors will remain true no matter what platform or browser you use, and their hexadecimal codes (numerical names for colors) are made up by using any combination of 00 33 66 99 CC or FF.

**BTW** – An acronym often used in e-mail messages and chat sessions to mean: "by the way."

**Client/server** – A term denoting the technology relationship between two types of computers, the client (normally your Mac or PC) and the server (a computer that stores and delivers information or files to you). When surfing the Internet, you are the client, and the pages you are reading come from the server, such as the www4teachers server.

**CC** – Courtesy Copy, derived from the non-digital Carbon Copy. A way to send an e-mail message to a person other than the main recipient or recipients. The CC'ed party can see that they are not the main recipient of the letter.

**Control key (CTRL)** – A key used to access commands through the keyboard rather than the menus. CTRL commands are commonly shortcuts.

**Control panel** – A window you can open to adjust various aspects of your computer, such as the volume, fonts, desktop background, mouse speed, and clock.

**CPU** – Central Processing Unit. The CPU is the hardware that most people consider the "brain" of the computer. It takes instructions from software, makes calculations, and helps run the show!

**Desktop** – The background behind all your windows, menus, and dialog boxes: your virtual desk. You can change the look of your desktop by applying different properties to it through your control panel.

**Domain name** – The unique address name for an Internet site. The part on the left is the most specific, and the part on the right is the most general. Each domain name is associated with one and only one Internet Protocol Number, which is translated by a Domain Name System (DNS).

**Download** – To save a file onto your computer from another source, like the Internet. People often download files, such as free-ware, share-ware, for installations, and sounds, movie clips, text files, or news streams onto their computer for viewing or listening.

**Firewall** – Hardware and/or software that separates a Local Area Network (LAN) into two or more parts for security purposes.

**Hard drive** – A device for storing information in a fixed location within your computer. The equivalent of a filing cabinet in an office, the hard drive is used for storing programs and documents that are not being used.

**Homepage** – The page on the Internet that most often gives users access to the rest of the Web site. A site is a collection of pages.

**Host** – The name given to any computer directly connected to the Internet. Host computers are usually associated with running computer networks, online services, or bulletin board systems. A host computer on the Internet could be anything from a mainframe to a personal computer.

**HTML** – Hypertext Markup Language. This is the coding language used to create sites on the World Wide Web.

**Hypertext** – Generally any text in a file that contains words, phrases, or graphics that, when clicked, cause another document to be retrieved and displayed. Hypertext most often appears blue and underlined in Web pages.

**Icon** – Symbols or illustrations on the desktop or computer screen that indicate program files, documents, or other functions.

**IP Number** – Internet Protocol number. A unique number consisting of four parts separated by dots, for example 129.237.247.243. This is the number assigned to a host machine that is retrieved by a DNS when a request for an Internet site is made. These numbers usually correspond to unique domain names, which are easier for people to remember.

**JPG or JPEG** – An efficient method for storing graphic files for transmission across phone lines. Unlike GIF files, JPG files lose a little data when the image is converted, and their files are often much larger than GIFs. However, JPGs are your best choice for photographic images.

**Mailing list** – A system that allows people to send e-mail to one address, which is then copied and sent to all of the other subscribers to the mail list. In this way, people who may be using different kinds of e-mail access can participate in discussions together.

**Menu bar** – A horizontal strip at the top of a window that shows the menus available in a program.

**Motherboard** – A computer's main circuit board, containing the CPU, microprocessor support chips, RAM, and expansion (bus) slots. Also known as the logic board.

**Network** – A group of connected computers that allows people to share information and equipment. Many schools have a Local Area Network and are also connected to a Wide Area Network, such as the World Wide Web.

**Operating system (OS)** – This is the programming that makes your computer run its most basic functions. Some examples are UNIX, Linux, Windows 95, 98, or NT, and Mac OS 7 and 8.5.

**Personal computer (PC)** – A microcomputer with its own processor and hard drive. Although technically this refers to all such computers, including Macs, the term PC is nearly synonymous with only the IBM-compatible microcomputers.

**Plain text** – This is text without extraneous codes that designate font size, font style, et cetera. See ASCII.

**Plug-in** – A small piece of software that adds features to already existing, usually large, programs.

**Pull down menu** – A list of options that "pulls down" when you select a menu at the top of a window. For example, the File menu in most programs is a pull-down menu that reveals commands such as **open**, **new**, and **save**.

**Search engine** – Any of a number of giant databases on the Internet that store data on Web sites and their corresponding URLs. Some popular search engines are Meta-crawler, Alta Vista, and Excite.

**Server** – A computer or software package that provides a specific service to client software running on other computers. The term can refer to a particular piece of software, such as a WWW server, or to the machine on which the software is running, hence the popular phrase: "The server's down."

**Shortcuts** – Key strokes that enact the same commands available in the menus of a program. They are quicker and more direct, and usually involve two or three keys depressed simultaneously. An example is the **save** shortcut: **CTRL + s** on a PC or **⌘+s** on a Mac.

**Technology** – The application of scientific discoveries to the development and improvement of goods and services that ideally improve the life of humans and their environment. Such goods and services include materials, machinery, and processes that improve production or solve problems. In schools, technology ranges from pencils, books, and furniture to lighting, transportation, computers, and more. Most common references in schools imply computing or computer-related programs.

**URL** – Uniform Resource Locators. This is the address of any given site on the Internet. The URL of this site is:  
*<http://www.4teachers.org/glossary/index.shtml>*

**Virtual** – With regard to memory, virtual refers to temporarily storing information on the hard drive. Virtual memory is controlled automatically by the operating system.

**Word processor** – The software used to produce documents, such as letters, posters, reports, and syllabi. Common word processors used in schools are MS Works, MS Word, or ClarisWorks.

**YMMV** – E-mail and chat abbreviation for "your mileage may vary," indicating that your results may vary.

**Zipped files** – Zipped files are files that are compressed and must be "unzipped" to be read. Zipped files download faster because they are smaller than an uncompressed equivalent.

## Glossary of Workforce Terms and Vocabulary

**Abbreviation** – A shortened word.

**Acceptance** – In a contract, agreement by the person receiving the offer.

**Account balance** – The amount of money you have in your bank account.

**Account number** – The number a company give to a customer's account.

**Alien** – A person who is not a U.S. citizen.

**Affirmative Action Program** – A federal government program covering actions: policies: and procedures for employers/contractors that are designed to achieve equal employment opportunity. The affirmative action obligation includes a thorough, systematic effort to prevent discrimination from occurring or to detect it and eliminate it as promptly as possible: and recruitment and outreach measures.

**Appeal** – To ask to bring a case from a lower court to a higher court for a hearing.

**Applicant** - A person legally qualified to work who has either a partial application or a full application on file.

**Arrest** – An accusation or charge.

**Apprenticeship** - A structured approach for entering a skilled occupation in most of the major trade industries. Combines training on the job with related and supplemental instruction at school.

**Back Pay Award** - Wages paid retroactively as a result of a determination by a judicial or quasi-judicial body. May be as a result of a wrongful discharge or the difference between wages all ready paid an employee and higher wages granted retroactively.

**Beneficiary** – The person you choose to receive money from your life insurance policy or retirement plan, if you should die before you can collect it.

**Benefit** – Something an employer provides employees in addition to pay, such as health insurance or paid vacation.

**Benefit package** – A list of all the benefits provided by an employer.

**Benefits** - The cost to employers for paid leave, supplemental pay (including non-production bonuses), insurance, retirement and savings plans and legally required benefits (such as Social Security, Workers' Compensation and Unemployment Insurance). Excluded from employee benefits are such items as payment-in-kind, free room and board and tips.

**Bill** – A document that shows the amount of money owed.



**Billing statement** – A document sent by a company that shows the amount owed and other information about a customer's account.

**Bind** – To hold to an agreement.

**Breach** – To break an agreement.

**Budget** – A plan for how a person or organization will use money.

**Bureau of Economic Analysis (BEA)** - Is an agency of the Department of Commerce. The mission of BEA is to produce and disseminate accurate, timely, relevant, and cost-effective economic accounts statistics that provide government, businesses, households, and individuals with a comprehensive, up-to-date picture of economic activity. BEA's national, regional, and international economic accounts present basic information on such key issues as U.S. economic growth, regional economic development, and the Nation's position in the world economy.

**Bureau of Labor Statistics (BLS)** - BLS is the principal data-gathering agency of the federal government in the field of labor economics. BLS collects, processes, analyzes and disseminates data relating to: employment, unemployment, the labor force, productivity, prices, family expenditures, wages, industrial relations and occupational safety and health.

**Career Cluster** – A group of jobs that are related to one another.

**Calendar Quarter** - A period of three months ending March 31, June 30, September 30, or December 31.

**Calendar Week** - The seven-day period ending Saturday at midnight.

**Cash** – To cash a paycheck is to receive money, or currency, for the amount written on the check.

**Certificate** – A document that proves that a person has acquired certain skills.

**Claimant, Unemployment Insurance** -An individual who has filed a request for determination of insured status of a new claim.

**Clarify** – Explain something in more detail.

**Cost of Living Adjustment (COLA)** - An automatic adjustment in wages offered sometimes by employers, usually based on inflation from the Consumer Price Index (CPI).

**Commission** - A percentage of the money taken in on sales, given as pay to a salesclerk or agent, often in addition to salary or wages.

**Compensation Per Hour** - The hourly rate of pay given to an employee by the employer including wages and benefits.

**Consequential damages** – Damages that happen as a result of something.

**Consideration** – In a contract, the exchange of promises by both sides.

**Contest** – To challenge in court.

**Contingent beneficiary** – The person you name to be your beneficiary, if your primary (first named) beneficiary should die.

**Contract** – An agreement between people or organizations.

**Credit** – A way to buy something now and pay for it at a future date.

**Credit reference** – A business or credit card company that can provide information about a person's credit record.

**Creditor** – Person or business to whom you owe money.

**Currency** – Dollars and cents.

**Damages** – In a warranty, injuries to people or property; in a contract, money lost because of a broken contract.

**Deduction** – Money taken out of a paycheck to pay for certain things, such as taxes or benefits.

**Defect** – An imperfection, flaw, or lack of something.

**Defendant** – The person against whom a legal action is brought.

**Defenses** – In a contract, things that make the contract illegal.

**Dental benefits** – An insurance plan offered by some employers to pay for dental costs; usually, the employer and the employee each pay part of the cost (the employee's share is deducted from his or her paycheck).

**Dependent** – A person you support financially, such as a child or spouse.

**Deposit** – To add money to a bank account.

**Deposit slip** – A form provided by the bank that is filled out to show how much money is being deposited.

**Dictionary of Occupational Title (DOT)** - Descriptive information concerning most jobs in the American economy. It presents a systematic numeric classification of occupations arranged according to job content, tasks or activities performed, and interrelationships with other occupations. The standardization of job titles and the accompanying definitions provide a unique tool for users of occupational information. Each occupation is classified (in order of increasing detail) into a category (one-digit code), a division (two-digit code) and a group (three-digit code). As the replacement for the *Dictionary of Occupational Titles* (DOT), will be the nation's primary source of occupational information.

**Disposable Personal Income** - Income that remains after taxes and non-tax payments to the government are deducted.

**Document (noun)** – Paper or papers, or electronic versions of pages with written information about something.

**Document (verb)** – To put something in writing.

**Earnings** - Money earned from labor or service: wages, investment or profit.

**Economic Indicators** - Measurements of various economic and business movements and activities of a community such as: employment, unemployment, hours worked, income, savings, volume of building permits, volume of sales, etc., the fluctuation of which affects and may be used to determine overall economic trends.

**Economically Disadvantaged Individual** - An individual who is a member of a family which (1) receives cash welfare payments or (2) has a total annual income that does not exceed established poverty levels determined in accordance with criteria established by the Office of Management and Budget.

**Education program** – A program offered by a school or an employer that teaches people certain knowledge or skills.

**Employment forms** – Documents that workers must fill out when they start a new job.

**Employed Persons** - All civilian persons who did any work at all as paid employees, in their own business professions, on their own farm, or who worked 15 hours or more as unpaid workers on a farm or in a business operated by a member of the family. Also included are all those persons who were not working but who had jobs or businesses from which they were temporarily absent because of illness, bad weather, vacation, labor-management disputes, or personal reasons whether or not they were seeking other jobs. Excluded from the employed group are persons whose only activity consists of work around the house (e.g., housework, painting or repairing own home) or volunteer work.

**Endorse** – To sign your name to the back of a check in order to deposit it or cash it.

**Entry Level** - A term usually associated with those jobs or occupations for which employers hire workers who have either little or no previous work experience or who have relatively minimal training or education. Occupations, which require a greater amount of education or training, may have specific entry level classifications such as "apprenticeship" or "internship".

**Exempt or exemption** – To be excused from paying part or all of your taxes.

**Expenses** – The amount of money that a person or organization spends.

**Federal withholding tax** – Money deducted from your paycheck for income taxes paid to the federal government.

**FICA (Federal Insurance Contributions Act)** – Also known as Social Security, the amount deducted from your paycheck as part of a government insurance program, which is paid back to you after you stop working because of retirement or disability.

**Finance charge** – The fee you must pay to a credit card company if you don't pay the entire amount owed on your bill.

**Form I-9** – A form new employees must fill out proving that it is legal for them to work in the United States.

**Form W-4** – A tax form employers use to figure out how much income tax to withhold from an employee’s paycheck.

**Full-time Employment** - The 40-hour week, except where fewer hours are normal to the occupation, industry, or given employer, but on no account less than 30 hours per week.

**Full warranty** – A company’s offer to pay the full cost of repairing or replacing a faulty item.

**Grace period** – The period of time before a person must make a payment on a loan or credit card bill.

**Gross pay** – The amount of money earned, before deductions.

**Head of household** – On a Form W-4, a single person with dependents who pays more than one-half of the cost of keeping up a home.

**Hearing** – A formal session for listening to testimony and arguments.

**Holiday** –A day that companies are closed because of a special reason, such as New Year’s Day or Labor Day.

**Hours** - Hours paid for during the pay period of reference for production, construction or non-supervisory workers. The hours include hours paid for holidays and vacations, and for sick leave.

**Identification** – A document (such as a driver’s license) that proves that you are who you say you are.

**In lieu of** – Instead of.

**Incentive Pay** - Additional wages paid to an employee by an employer to reward for increased productivity, often based on production goals set by an employer sometimes in collective bargaining agreements.

**Income** - Total amount of money earned by an individual from all sources.

**Income tax withholding form** – See Form W-4.

**Industrial insurance (worker’s compensation)** – Money paid to an employee (in the amount of wages and medical costs) who misses work because of an on-the-job accident.

**Industry** - Describes the major type of economic activity engaged in by a firm or group of firms.

**Infraction** – A breach or violation of the law.

**Interest rate** – The percentage of your loan or credit balance that you must pay in addition to the amount borrowed.

**Invoice** – A bill given to a business when it makes a purchase.

**Issuance** - The act of issuing (to put forth, announce).

**Job Bank** - This is a computerized listing of the job openings placed by employers.

**Labor and Workforce Development Local Office** - The local office where an unemployed worker goes to file a claim for unemployment insurance benefits and/or to register with Job Service for assistance in finding employment. Most local offices are both claims offices and Job Service offices.

**Labor Demand** - An estimate of the number of job opportunities, which exist and will occur over a given period of time.

**Labor Management Disputes** - This is more commonly known as a "strike" or "work stoppage". Workers are engaged in a work stoppage to improve their position in negotiations with management for increased wages, fringe benefits and/or improved working conditions.

**Labor Market Analysis** - The measurement and evaluation of economic forces as they relate to the employment process. There are many variables affecting labor, geography, demand-supply relationships, including such factors as population growth and characteristics, industrial structure and development, technological developments, shifts in consumer demands, volume and extent of unionization and trade disputes, recruitment practices, wage levels and conditions of employment and training opportunities.

**Labor Market Area** - Consists of a central city or cities and the surrounding territory within commuting distance. It is an economically integrated geographical unit within which workers may readily change jobs without changing their place of residence. The area generally takes the name of its central city. The boundaries depend primarily on economic and geographic factors, and not on political jurisdiction.

**Labor Market Information (LMI)** - The delivery and analysis of labor force, employment, unemployment, wage, supply and demand, occupational, industrial, economic and demographic data for the analysis of manpower problems for a specifically defined area.

**Labor Supply** - The number of persons employed and unemployed plus those that would seek employment if they believed jobs were available. Generally this term has been applied to those who are unemployed.

**Layoff** - Suspension from pay by a company for reasons such as lack of orders, plant breakdown, shortage of materials, or termination of seasonal or temporary employment, etc.

**Legal notice** – A document sent by a court or and attorney.

**Liability** – Something a person or company is legally responsible for.

**License** – A document that proves that a person or business is capable of doing a certain job in a professional way.

**Life insurance** – An insurance plan offered by some employers that pays the beneficiary of the person holding the policy, if that person should die.

**Limited warranty** – A company’s offer to pay part of the cost of repairing or replacing a faulty item.

**Loan** – Money that you borrow.

**Major credit card** – A card offered by a bank that allows you to buy things at many different businesses and pay for them later.

**Medical benefits** – An insurance plan offered by some employers to pay for health care; usually the employee and the employer each pay part of the cost (the employee’s share is deducted from his or her paycheck).

**Merchandise** – Things that are bought or sold.

**Minimum wage** - Refers to the lowest wage to be paid employees covered under the Federal Fair Labor Standards Act of 1938 and its subsequent amendments.

**Minority** - A term denoting the sum of Spanish American and all races except white.

**Money order** – A type of check that guarantees payment to the person or business that receives it.

**Negligence** – Neglect, or failure to take care of something.

**Net pay** – The amount of a paycheck after deductions have been subtracted.

**Notification** – A letter or notice that makes something known.

**Occupation:** The name or the title of an occupation or job identifying various job duties of a worker.

**Occupational projections** - A statistical procedure developed by the U.S. Bureau of Labor Statistics to provide future labor demand information by occupation for states and major areas.

**Offer** – In a contract, the invitation to exchange goods or services.

**Office of Management and Budget (OMB)** - OMB's predominant mission is to assist the President in overseeing the preparation of the federal budget and to supervise its administration in Executive Branch agencies. In helping to formulate the President's spending plans, OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB ensures that agency reports, rules, testimony, and proposed legislation are consistent with the President's budget and with administration policies.

**O\*NET, the Occupational Information Network** - Is a comprehensive database of worker attributes and job characteristics. As the replacement for the *Dictionary of Occupational Titles* (DOT), O\*NET will be the nation's primary source of occupational information.

**Order form** – A form that is filled out when making a purchase.

**Overtime hours (O.T.)** - Hours worked which were in excess of regular hours and for which overtime premiums were paid.

**Party** – In legal terms, a person involved in a contract or court action.

**Part-Time Employment** - Employment, which does not meet the full-time employment definition.

**Paycheck** – A check given to an employee as payment for work completed.

**Payment due date** – The date a bill must be paid to avoid being charged a late fee.

**Pay period** – The amount of time covered by one paycheck.

**Pay statement** – An attachment to the paycheck that has information on earnings and deductions.

**Pay stub** – A small pay statement.

**Personal Income** - Income received from all sources, less contributions to social insurance, retirement plans and social security.

**Postage prepaid** – Postage paid in advance.

**Primary beneficiary** – The person that you name to be your first beneficiary.

**Production Workers** - In manufacturing industries and includes working supervisors and all non-supervisory workers closely associated with production operations.

**Purchasing** – Buying (at most workplaces, refers to buying equipment or supplies).

**Quantity** – Amount or number of units.

**Receipt** – A written record of a purchase.

**Regular hours (Reg. Hrs.)** – Hours a person is normally scheduled to work.

**Retail credit card** – A card offered by a business that allows you to buy things from that business and pay for them later.

**Retirement** – The period of time after a person stops working.

**Retirement plan** – A benefit that some employers offer their employees, in which money is deducted from your paycheck and invested in a special account, to be paid back to you with interest after you retire.

**Salary** - A fixed compensation for services paid on a regular basis generally on a weekly, monthly or annual basis.

**Sales slip** – A receipt.

**Self-Employed, Unpaid Family and Domestic Workers** - Persons who work in non-farm industries who are not on payrolls, i.e., self-employed persons, domestic workers in private households, and unpaid family workers.

**Service Occupations, Service Industries and Service-Producing Industries** - Three terms often used interchangeably and incorrectly. Each has a separate and distinct meaning:

1. **Service Occupations** refer to the category of jobs performed in and around private households; serving individuals in institutions and in commercial and other establishments; and protecting the public against crime, fire, accidents and acts of war. All industries employ workers in service classifications. The numerically important groups include culinary and related food workers, cosmetologists, and attendants in hospitals, barbers, janitors, porters, room cleaners and char workers.
2. **Service Industries** refer to establishments in that division of the industrial structure that renders a wide variety of services to individuals and business establishments. These industries, which employ workers in a wide variety of white collar, blue collar and service occupations, represent just one segment of the much larger group of service-producing industries.
3. **Service-producing sector** - The latter includes transportation, communication, utilities; trade; finance, insurance, real estate; the service industries; and government. Accordingly, it is a multi-industry group that is characterized by highly complex occupational staffing patterns. In terms of white collar, blue collar and service occupational or job classifications, the latter is the smallest group employed.

**Sentencing** – The judgment of a court of law; the verdict.

**Service address** – The address of a property receiving ability service.

**Shift Differential** - An additional percentage added to the regular hourly rate for workers on other than regular shifts, i.e., swing or graveyard shift workers.

**Sick leave** – Paid time off from work used when an employee is sick or caring for a sick family member.

**Spendable earnings** - Earnings from which estimated social security and federal income taxes have been deducted.

**Standard hours** - The workweek for which employees receive regular straight-time salaries (exclusive of paid overtime at regular and/or premium rates of pay).

**State tax** – Money deducted for income taxes paid to the state government.

**Subpoena** – An order requiring a person to appear in court and give statements.



**Sue** – To take someone to court.

**Summons** – A document ordering a defendant, witness, or juror to appear in court.

**Term** – In a contract, refers to a specific detail.

**Testimony** – A statement made by a witness under oath, usually in court.

**Time card** – A card that a worker punches into a time clock to show what time a worker starts and finishes work.

**Time sheet** – A piece of paper on which workers write down how many hours they have worked.

**Tip** - A sum of money usually a percent of a bill given for services rendered for "menial tasks": gratuity. Included in total compensation.

**Total Compensation** - Includes wages, salaries and the employer's cost for employee benefits.

**Total Unemployment Rate** - This is a familiar economic indicator. It is an expression of all unemployed persons as a percent of the civilian labor force. *Total Unemployment Rate = Unemployed/Total Labor Force (unemployed + employed).*

**Trainee** - An individual who is being hired, sometimes conditionally, for a job, which may or may not require previous experience or education. A trainee may start a job at an entry level, apprenticeship level or internship level position. This individual is considered to be in a probationary status for an established period or until specified on-the-job learning has taken place.

**Training program** – A program offered by an employer or school that teaches people certain skills or knowledge.

**Unemployment Insurance (UI)** - Unemployment insurance is a program for the accumulation of funds paid by employers to be used for the payment of unemployment insurance to workers during periods of unemployment which are beyond the workers' control. Unemployment insurance replaces a part of the worker's wage loss if he becomes eligible for payments. UI serves as an economic stabilizer by maintaining an individual's purchasing power when unemployed.

**Unemployed Persons** - According to the U.S. Bureau of the Census, unemployed persons consist of those in the civilian labor force, 16 years old and over, who did not work during the survey week, but who made specific efforts to find a job within the last four weeks and who were available for work during the survey week. Also included are those who were not working and were waiting to report to a new wage or salary job within 30 days.

**Unit** – A single item.

**Unit price** – The cost per item.

**Utility** – A company that provides one of these services: water, gas, electricity, telephone, garbage pick-up, or sewer service.

**Vacation** – Paid time off from work usually spent in recreation.

**Valid** – Legal.

**Verbal order** – To tell someone what you want him or her to do.

**Wage** – Payment for work, often daily or weekly, figured on an hourly or piecework basis, synonymous with salary.

**Warrant** – A legal paper giving an officer the power to carry out the law.

**Warranty** – A promise made by a company that its product meets a certain standard of quality.

**Withholding allowances** – Reasons you can give for having less tax withheld from your paycheck.

**Writ** – A written legal order signed by a court officer.

**Year to date (YTD)** – Total amount paid from January 1 through the current paycheck.

## Glossary of Health Terms and Vocabulary

**Abdomen** – The part of the body that is below the chest and above the hips.

**Acetaminophen** – A substitute for aspirin.

**Aerobic exercise** – An exercise that uses repeated activity to make the heart work faster and make you breathe harder.

**Allergies** – Bad side effects you may have when you take a certain medicine.

**Antibiotic** – Medicine that can kill certain germs that cause illness.

**Arteries** – Blood vessels that carry blood from the heart to different parts of the body.

**Asthma** – A lung disease that makes it hard to breathe.

**Bacteria** – Germs that cause diseases.

**Bladder** – The organ that holds liquid wastes, or urine, until it leaves the body.

**Blood pressure** – The force of the blood as it moves against the walls of the body's blood vessel.

**Bowel** – The intestine, solid waste leaves your body when you have a bowel movement.

**Calories** – The way energy we get from food is measured.

**Cancer** – A disease in which unhealthy cells attack and destroy the body's normal cells.

**Cholesterol** – A fatty substance in the blood; high amounts can cause heart disease.

**Deodorant** – A product that is used to stop body odor.

**Detergent** – Soap that can be used for cleaning clothes and items in the home.

**Disability** – A problem that makes a person less able to do certain things.

**Discharge** – A liquid that comes out of the body.

**Dose** – The amount of medicine a person takes at one time.

**Drowsiness** – Feeling sleepy.

**Drug abuse** – The use of drugs in ways that are not correct or safe.

**Emergency Medical Services (EMS)** – Services used to save people who are badly hurt or very sick.

**Expiration date** – The last date a product should be sold or used.

**Family practitioner** – A doctor who is trained to treat both children and adults.

**Fiber** – A carbohydrate from plants that helps the body remove wastes.

**First aid** – The emergency care given to a hurt or sick person.

**Floss** – To clean between your teeth with a strong thread called dental floss.

**Fumes** – The gases given off by products like paint and nail polish.

**Generic drug** – A drug with no company name. A generic drug treats the same disease and is made with the same ingredients as a drug from a well-known company.

**Glaucoma** - An eye disease in which pressure inside the eye can cause blindness.

**Habits** – Behaviors that people do often.

**Health insurance** – Insurance that helps you pay for different types of health care.

**Health Maintenance Organization (HMO)** – A group of doctors and hospitals that have agreed to provide medical services at a special rate to their members.

**Hospitalization insurance** – Insurance that pays part of the cost of staying in a hospital.

**Hygiene** – The way you keep your body clean and healthy.

**Illegal** – Against the law.

**Ingredients** – Foods that are used to make a product.

**Internist** – A doctor who treats diseases and problems found in adults.

**Latex** – A material like rubber.

**Major medical insurance** – Insurance that pays for very large medical bills, such as surgery.

**Medicaid** – A government health insurance program to provide health care for people with low incomes.

**Mole** – A black or brown spot on the skin.

**Next of kin** – A person related to you by blood or marriage.

**Nutrients** – Substances in food that the body needs for health and life. The six nutrients are carbohydrates, proteins, fats, vitamins, minerals, and water.

**Osteoporosis** – A disease in which the bones lose the minerals called calcium and become weaker.

**Overdose** – Taking too much of a medicine.

**Over-the-counter-drugs** – Medicines that can be bought without a prescription.

**Overweight** – Weighing more than the correct weight for age, height, and body frame.

**Pasta** – Foods like macaroni, spaghetti, and noodles.

**Pediatrician** – A doctor who treats children.

**Pharmacist** – A person who has a license to prepare prescription drugs.

**Poisonous** – Products that can be very harmful to you.

**Posture** – The way you carry your body when you sit and stand.

**Poultry** – Birds such as chickens, turkeys, and ducks that are used for food.

**Prescription** – A written order from a doctor for a certain type of medicine.

**Rabies** – A disease that can kill and people.

**Rescue breathing** – The way you breathe into the mouth of a person who has stopped breathing. It helps that person start breathing again.

**Severe bleeding** – Very heavy bleeding.

**Shock** – A state of condition when the blood does not get enough food to the brain and other parts of the body.

**Side effects** – Unpleasant and sometimes dangerous effects that medicines can have on the body.

**Smoke detector** – A small alarm that buzzes when smoke is in a room.

**Sodium** – A mineral found in salt.

**Specialist** – A doctor who has studied a special area of medicine.

**Sterile** – Free from germs and dirt.

**Strep throat** – A sore throat caused by strep germs.

**Stress** – The way the body responds to emotional, physical, and social pressures.

**Sunscreen lotion** – Blocks the sun's harmful rays from damaging your skin.

**Surgery** – The use of medical tools to operate on the body.

**Testes** – Male sex organs.

**Tooth decay** – When acids in the mouth make a small hole on the surface of a tooth.

**Tumor** – A lump that can grow anywhere in the body. A tumor can be made of normal cells or cancer cells.

**Unconscious** – When someone has passed out or fainted.

**U.S. Recommended Daily Allowances (U.S. RDA)** – The amounts of nutrients you need each day.

**Vaccines** – Medicines that protect you from getting certain diseases.

**Victim** – A person who is sick or hurt.

**Virus** – A germ that causes diseases. Antibiotics cannot kill a virus.

**Wart** – A small lump on the skin that is caused by a virus.

**Weight-bearing exercise** – Exercise that makes you push against weight to make your bones and muscles stronger.

**Workout** – A group of exercises that helps make the heart and the muscles stronger.

**Wounds** – Cuts, bites, and scratches.

# Dolch Word List

From Wikipedia, the free encyclopedia

The **Dolch Word List** is a list of frequently used words compiled by [Edward William Dolch](#), PhD. The list was originally published in his book "Problems in Reading", The Garrard Press, 1948.

Dolch compiled the list based on children's books of his era. The list contains 220 "service words" that have to be easily recognized in order to achieve reading fluency. The compilation excludes nouns, which comprise a separate 95-word list.

Many of the 220 Dolch words can't be "sounded out" and have to be learned by sight. Hence the alternative term "Sight Words". Although the list is divided into grades, for native English speakers, all the words in the Dolch should be mastered by the end of 1st grade.

## Dolch Word List

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### Pre-Primer Level

a, and, away, big, blue, can, come, down, find, for, funny, go, help, here, I, in, is, it, jump, little, look, make, me, my, not, one, play, red, run, said, see, the, three, to, two, up, we, where, yellow, you

### Primer Level

all, am, are, at, ate, be, black, brown, but, came, did, do, eat, four, get, good, have, he, into, like, must, new, no, now, on, our, out, please, pretty, ran, ride, saw, say, she, so, soon, that, there, they, this, too, under, want, was, well, went, what, white, who, will, with, yes

### First Grade Level

after, again, an, any, as, ask, by, could, every, fly, from, give, giving, had, has, her, him, his, how, just, know, let, live, may, of, old, once, open, over, put, round, some, stop, take, thank, them, then, think, walk, were, when

## **Second Grade Level**

always, around, because, been, before, best, both, buy, call, cold, does, don't, fast, first, five, found, gave, goes, green, its, made, many, off, or, pull, read, right, sing, sit, sleep, tell, their, these, those, upon, us, use, very, wash, which, why, wish, work, would, write, your

## **Third Grade Level**

about, better, bring, carry, clean, cut, done, draw, drink, eight, fall, far, full, got, grow, hold, hot, hurt, if, keep, kind, laugh, light, long, much, myself, never, only, own, pick, seven, shall, show, six, small, start, ten, today, together, try, warm

## **Nouns**

apple, baby, back, ball, bear, bed, bell, bird, birthday, boat, box, boy, bread, brother, cake, car, cat, chair, chicken, children, Christmas, coat, corn, cow, day, dog, doll, door, duck, egg, eye, farm, farmer, father, feet, fire, fish, floor, flower, game, garden, girl, good-bye, grass, ground, hand, head, hill, home, horse, house, kitty, leg, letter, man, men, milk, money, morning, mother, name, nest, night, paper, party, picture, pig, rabbit, rain, ring, robin, Santa Claus, school, seed, sheep, shoe, sister, snow, song, squirrel, stick, street, water, way, wind, window, wood

## **References**

The Dolch Word List was provided by: Dolch word list –Wikipedia, the free encyclopedia

[http://en.wikipedia.org/wiki/Dolch\\_Word\\_List](http://en.wikipedia.org/wiki/Dolch_Word_List)



## Acknowledgements

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