

## ENG001 - Elementary English Glossary For Midterm Exam Preparation

### Glossary

**Brainstorming :** a group problem-solving technique in which members spontaneously share ideas and solutions.

**Context sensitivity :** All good writers write in contexts. They adapt their messages to sensitive or nonsensitive situations and don't misjudge this.

**Considerateness :** showing concern and respect for the rights and feelings of others while writing or speaking.

**Creativity :** Ability to have new ideas and materials to make your writing different and unique, so that the readers are drawn to your writing.

**Alphabetical order :** The sequence of a collection of items (such as words in a dictionary) arranged in order by position in the alphabet.

**Completeness :** The state of being complete and entire; having everything that is needed.

**Conciseness :** Ability to express your ideas in the fewest possible words. Saying less; meaning more.

**Correctness :** Presenting valid and true facts, figures, and events.

**Concreteness :** Ability of being solid in your speech and writing--not being abstract.

**Courteousness :** Sticking to a code of behavior which is according to contemporary conventional norms within a society, social class, or group.

**Coherence :** Coherence refers to the unity created between the ideas, sentences, paragraphs and sections of a piece of writing. Coherence gives a piece of writing its flow. It also gives the reader a sense of what to expect and, therefore, makes the reading easier to follow as the ideas appear to be presented in a natural, almost automatic way.

**Emphasis :** Emphasis refers to the special importance given to certain words, phrases, paragraphs or parts of a composition.

**Fog index :** Fog Index is a test designed to measure the readability of a sample of English writing. It tells the number of years of formal education that a person requires in order to understand the text on a first reading.

**SMOG Index :** Simple Measure of Gobbledygook is a readability formula that estimates the years of education needed to completely understand a piece of writing.

**Flesch Index :** An index of the reading difficulty of a passage: it is calculated from regression formulas that use counts of words per sentence, syllables per 100

words, and frequency of personal words to generate reading ease and human interest scores and to calculate grade levels.

**PSK (Power-Sumer-Kearl) Index :** It is a measure of readability which is calculated by finding the average number of words per sentence and the number of syllables per hundred words, and then adding the two results together.

**Unity :** The quality of oneness in a paragraph or essay that results when all the words and sentences contribute to a single main idea.

**Adjective :** A word that describes a noun. They tell how many, what kind or which one.

**Adverb :** A word that describes a verb. They tell how something happened, when it happened, where it happened, or how much happened.

**Compound Sentence :** Two or more sentences put together using the words and, but, or or.

**Essay :** A group of paragraphs telling facts about one main idea

**Expository Paragraph :** A paragraph that gives information on a topic, or steps explaining how to do something.

**Persuasive Paragraph :** A paragraph that tells your opinion and tries to convince the reader to agree with you.

**Proofreading :** Reading what you wrote to look for mistakes.

**Revising :** Making changes that improve your writing.

**Rough Draft :** The first organized writing of the topic that you do.

**Run-On Sentence :** Two or more sentences put together without punctuation or connecting words.

**Sentence Fragment :** A sentence that is missing the subject, the verb, or both.

**Suffix :** A group of letters that comes after a base or root word that change the meaning of the word.

**Summary :** Retelling the main idea of a story by briefly writing about the main topics.

**Topic Sentences :** The sentence, usually at the beginning of a paragraph that tells what the main idea of the paragraph is about.

**Verb :** The word in a sentence that does action.

**Journalistic questions :** Who? What? Where? When? Why? How? So What?

**Edit :** Preparing writing for final draft by checking spelling, punctuation, capitalization, Usage, paragraph indentation, neatness, and legibility

**Expository :** Writing that explains an idea and informs the reader

**Paraphrase :** Restating the meaning in own words, retaining all of the ideas without making an interpretation or evaluation

**Prewriting :** The thinking and planning the writer does before drafting, which includes considering the topic, audience, and purpose; gathering information; choosing a form; determining the role of the writer; and making a plan

**Revise/revision :** The process of reworking or re-seeing writing, which includes: considering changes in audience, purpose, focus, organization, style; elaborating, emphasizing, clarifying, or simplifying text (adding, deleting, reordering, or substituting).

**Free morpheme :** A morpheme that can stand alone, like cat or happy. In contrast, bound morphemes, like plural -s, un-, or -ness) are part of a larger word.

**Morpheme :** A minimal meaning-bearing element. Words are not necessarily the smallest meaning-bearing elements in a language. For instance, cats is a single word, but consists of two morphemes, cat and the plural morpheme -s.

Unhappiness consists of the three morphemes un-, happy, and -ness. Morphemes can be free or bound. Free morphemes (like cat and happy) can stand alone, whereas bound morphemes (like -s, un-, and -ness) cannot.

**Portmanteau :** Portmanteau is one derived by combining portions of two or more separate words. They are blend of two words. So there are two meanings packed into one  
Oxbridge = Oxford + Cambridge  
Because = by + cause  
Brunch = Breakfast + lunch

**Bound Morpheme :** A bound morpheme is a grammatical unit that never occurs by itself, but is always attached to some other morpheme. E.g. s, ish, ness, ism, etc

**WORD FORMS :** WORD FORMS: noun, verb, adjective, and adverb. E.g. decide We must come to a decision soon. We beat them decisively. He can never make up his mind. He is indecisive.

**Prefix :** A prefix is placed at the beginning of a word to modify or change its meaning. E.g. Unacceptable, unreal, unhappy, unmanned

**Compounding :** The process of combining two words to create a new word.  
News + stand + paper + clip = newsstand, newspaper, news clip  
Flower + petal + bud + pot = flower Patel, flower bud, flower pot

**Figurative language :** Figurative language or speech contains images. The writer or speaker describes something through the use of unusual comparisons, for effect, interest, and to make things clearer. The result of using this technique is the creation of interesting images.

**Collocation :** Collocation is the relationship between two words or groups of words that often go together and form a common expression. If the expression is heard often, the words become 'glued' together in our minds. 'Crystal clear', 'middle management' 'nuclear family' and 'cosmetic surgery' are examples of collocated

pairs of words. Some words are often found together because they make up a compound noun, for example 'riding boots' or 'motor cyclist'.

**Denotation :** Denotation refers to the literal meaning of a word, the "dictionary definition." For example, if you look up the word snake in a dictionary, you will discover that one of its denotative meanings is "any of numerous scaly, legless, sometimes venomous reptiles having a long, tapering, cylindrical body and found in most tropical and temperate regions."

**Connotation :** Connotation, on the other hand, refers to the associations that are connected to a certain word or the emotional suggestions related to that word. The connotative meanings of a word exist together with the denotative meanings. The connotations for the word snake could include evil or danger.

**Simile :** A simile is a comparison between two dissimilar objects using a word like as or likes to connect them. For example, if you say, "my boyfriend is like a watermelon in the summer," you are creating a simile that compares your boyfriend with a watermelon. If on the other hand you are mad at your boyfriend and say, "he's like a typhoon in the house," you're comparing your boyfriend with a typhoon.

**Metaphor :** A metaphor is similar to a simile, except that a metaphor compares two dissimilar objects without using a word like as or like. If you write, "my boyfriend is an angel" or "my motorcycle is a bomb on wheels," you are creating metaphors.

**Unabridged dictionaries :** Unabridged dictionaries are commonly found in libraries on dictionary stands. They comprehensively cover all words that are known at the time that they are printed. Check the date when looking for new words or slang expressions. Titles of common unabridged dictionaries are: • Webster's Third New International Dictionary • Random House Dictionary

**Abridged dictionary :** An abridged dictionary is shortened by including only the most common words or the vocabulary of a group. For example, an abridged collegiate dictionary would have words needed by the average college student.

Titles of common abridged dictionaries are: • Random House College edition • Webster's Collegiate Dictionary

**Auxiliary Verb :** A verb that is used with a main verb. Be, do and have are auxiliary verbs. Can, may, must etc are modal auxiliary verbs.

**Clause :** A group of words containing a subject and its verb (for example: It was late when he arrived).

**Conjunction :** A word used to connect words, phrases and clauses (for example: and, but, if).

**Interjection :** An exclamation inserted into an utterance without grammatical connection (for example: oh!, ah!, ouch!, well!).



**Modal Verb :** An auxiliary verb like can, may, must etc that modifies the main verb and expresses possibility, probability etc. It is also called "modal auxiliary verb".

**Noun :** A word like table, dog, teacher, America etc. A noun is the name of an object, concept, person or place. A "concrete noun" is something you can see or touch like a person or car. An "abstract noun" is something that you cannot see or touch like a decision or happiness. A "countable noun" is something that you can count (for example: bottle, song, dollar). An "uncountable noun" is something that you cannot count (for example: water, music, money).

**Object :** In the active voice, a noun or its equivalent that receives the action of the verb. In the passive voice, a noun or its equivalent that does the action of the verb.

**Part Of Speech :** One of the eight classes of word in English - noun, verb, adjective, adverb, pronoun, preposition, conjunction and interjection.

**Passive Voice :** In the passive voice, the subject receives the action of the verb (eg The President was killed). See also Active Voice.

**Phrase :** A group of words not containing a subject and its verb (eg on the table, the girl in a red dress).

**Predicate :** Each sentence contains (or implies) two parts: a subject and a predicate. The predicate is what is said about the subject.

**Preposition :** A word like at, to, in, over etc. Prepositions usually come before a noun and give information about things like time, place and direction.

**Pronoun :** A word like I, me, you, he, him, it etc. A pronoun replaces a noun.

**Sentence :** A group of words that express a thought. A sentence conveys a statement, question, exclamation or command. A sentence contains or implies a subject and a predicate. In simple terms, a sentence must contain a verb and (usually) a subject. A sentence starts with a capital letter and ends with a full stop (.), question mark (?) or exclamation mark (!).

**Subject :** Every sentence contains (or implies) two parts: a subject and a predicate. The subject is the main noun (or equivalent) in a sentence about which something is said.

**Tense :** The form of a verb that shows us when the action or state happens (past, present or future). Note that the name of a tense is not always a guide to when the action happens. The "present continuous tense", for example, can be used to talk about the present or the future.

**Complex sentence :** A sentence made up of an independent clause and a dependent clause. Example: The television was playing (independent clause which can stand alone and make sense) as I left the room (dependent clause which must

be attached to the independent clause to make sense). There are three kinds of dependent clauses: adjective, adverb, and noun.

**Dependent clause :** A clause that is always used as some part of speech. It can be an adjective, adverb, or noun and cannot stand alone as a sentence.

**Exclamatory sentence :** A sentence that shows strong feeling. Declarative, imperative, or interrogative sentences can be made into exclamatory sentences by punctuating them with an exclamation point. Examples: The assignment is due tomorrow! Stop! Do you know that man!

**Gerund :** A verbal that always ends in ing and is used as a noun. Example: Eating is fun. The gerund can be a subject (Eating is fun.); a direct object (I like eating.); a predicate nominative (A fun time is eating.); an appositive (A fun time, eating, takes much time.); an indirect object (I give eating too much time.); or an object of a preposition (I give much time to eating.)

**Independent clause :** A clause that can stand alone as a sentence.

**Infinitive :** A verbal that is to plus a verb form. It can be a noun, an adjective, or an adverb. Examples: to be, to see, to be seen, to be eaten. The noun infinitive can be a subject (To eat is fun.); a direct object (I like to eat.); a predicate nominative (A fun thing is to eat.); an appositive (My hope, to travel, never happened.); an object of a preposition (I want nothing but to save.)

**Noun clause :** A dependent clause that can be used in the same way as a noun or pronoun. It can be a subject, predicate nominative, direct object, appositive, indirect object, or object of the preposition. Some of the words that introduce noun clauses are that, whether, who, why, whom, what, how, when, whoever, where, and whomever. Notice that some of these words also introduce adjective and adverb clauses. (To check a noun clause substitute the pronoun it or the proper form of the pronouns he or she for the noun clause.) Examples: I know who said that. (I know it.) Whoever said it is wrong. (He is wrong.) Sometimes a noun clause is used without the introductory word. Example: I know that he is here. (I know he is here.)

**Participle :** A verbal that is an adjective and ends various ways. A present participle always ends with ing as does the gerund, but remember that it is an adjective. A past participle ends with ed, n, or irregularly. Examples: played, broken, brought, sung, seeing, having seen, being seen, seen, having been seen. Participles modify nouns and pronouns and can precede or follow the word modified.

**Direct speech :** A way of rendering speech in writing, by quoting (or pretending to quote) someone's actual words. A sentence with direct speech generally contains a quotation (given in inverted commas) and a reporting clause

(of the type he said, she asked, etc.). E.g. 'I hope you don't mind dogs,' said Natalie. 'I hope he doesn't leave hairs on your nice new seats.'

**Possessive Adjectives :** A possessive adjective ("my," "your," "his," "her," "its," "our," "their") is similar or identical to a possessive pronoun; however, it is used as an adjective and modifies a noun or a noun phrase, as in the following sentences: What is your phone number? The bakery sold his favorite type of bread.

**Demonstrative Adjectives :** The demonstrative adjectives "this," "these," "that," "those," and "what" are identical to the demonstrative pronouns, but are used as adjectives to modify nouns or noun phrases, as in the following sentences: This apartment needs to be fumigated. Even though my friend preferred those plates, I bought these. Which plants should be watered twice a week? What book are you reading?

**Indefinite Adjectives :** An indefinite adjective is similar to an indefinite pronoun, except that it modifies a noun, pronoun, or noun phrase, as in the following sentences: Many people believe that corporations are under-taxed. The indefinite adjective "many" modifies the noun "people" and the noun phrase "many people" is the subject of the sentence. I will send you any mail that arrives after you have moved to Sudbury. They found a few goldfish floating belly up in the swan pound.

**Adjective Modifiers :** They modify the meaning of a noun or pronoun by providing information to give it a more specific meaning For example, all the bold words are adjectives 1.This is an aggressive team. / The team is aggressive. 2.She has a terrific attitude. / Her attitude is terrific. 3.It is a beautiful sculpture. / The sculpture is beautiful.

**Adverb Modifiers :** They modify verbs or give more meanings to verbs. They can appear almost anywhere in a sentence. All the bold types are adverb modifiers. 1.The sucked their thumbs loudly. (adverb of manner) 2.I tiptoed quietly into the corridor. (adverb of manner) 3.Eventually we learned the truth. (adverb of time)

**Appositive Modifiers :** They are noun phrases that follow and describe other nouns. All the bold types are appositive adverbs. 1.George Washington, the first president of the United States, loved peanut soup. 2.Andrew Johnson, a skilled tailor, made most of his own clothes. 3.The child, intelligent and strong, took after her parents. 4.The woman, cautiously at first, planted the seeds under a thin layer of reddish dirt.

**Prepositional Modifiers :** They are direction or relation ship words. All the bold types are prepositional modifiers. 1.The boy dialed 911 in a panic. 2.The man wrote his novel at a seaside hotel. 3.My mother graduated from the law school in May.

**Parallelism** : Similarity of structure in a pair or series of related words, phrases, or clauses. Examples parallelism of words: She tried to make her pastry fluffy, sweet, and delicate. parallelism of phrases: Singing a song or writing a poem is joyous. parallelism of clauses: Perch are inexpensive; cod are cheap; trout are abundant; but salmon are best.

**Drafting** : Writing a first version to be filled out and polished later.

**Clarity** : Making your sentences easy to understand; the comprehensibility of clear expression.

**Familiar Terms** : Terms which are well known or easily recognized.

**Descriptive Writing** : Descriptive writing involves painting a word picture so that the reader "sees" exactly what you are describing.

**Persuasion** : The art of using the best available words for moving a reader or an audience in a specific situation to a specific decision.

**Thesis** : An unproved statement put forward as a premise in an argument.

**Topic Sentence** : A sentence that states the topic of its paragraph.

**Premise** : A statement used as a starting point; set forth beforehand, often as an explanation.

**Rhetoric** : The art of using language effectively to please or persuade.

**Logos** : Appeal to reason by using facts, statistics, research, logical arguments, etc.

**Ethos** : Appeal to the credibility or character of the author or of the people quoted.

**Pathos** : Appeal to emotion, values, and beliefs to support your own feelings or passion about the issue.

**jargon** : A highly specialized sort of language which is used among followers of a particular trade or hobby, characterized by the usage of terms which are unfamiliar to most people.

**Acronym** : A word that is formed by combining some parts (usually the first letters) of some other terms.

**Alternative Perspective** : Giving importance to the ideas not supported by your own self, or the ideas supported by others.

**Logical Fallacy** : In logic and rhetoric, a fallacy is a misconception resulting from incorrect reasoning in argumentation.

**Bibliography** : A list of writings with time and place of publication (such as the writings of a single author or the works referred to in preparing a document etc.)

**Colloquial** : Colloquial language is informal language that is not rude, but would not be used in formal situations. It is less unacceptable than Slang & Swear Words.



A colloquialism is an informal expression, that is, an expression not used in formal speech or writing.

Citation : A citation is a reference to a published or unpublished source.

Circumlocution : The use of many words where few would do. Circumlocution is a figure of speech where the meaning of a word or phrase is indirectly expressed through several or many words. Its antonym is brevity and conciseness. Usually everywhere politicians and government officials adopt this circumlocution .e.g. the traditional red tape.

Reference : Using the words of someone who has current knowledge of the area you are working in.

Exordium : The introductory section of an oration or discourse.

Narration : It is an account of connected events, like storytelling.

Refutation : The part of an argument wherein a speaker or a writer anticipates and counters opposing points of view.

Parallel Structure : Parallel structure means using the same pattern of words to show that two or more ideas have the same level of importance.

TRIADS : Using three parallel structures in a statement or an utterance.

Antithesis : An Antithesis is founded on contrast; it consists in putting two unlike things in such a position that each will appear more striking by the contrast.

APA Style : American Psychological Association (APA) Style is a set of rules developed to assist reading comprehension in the social and behavioral sciences.

Cliché : A Cliché is a Phrase that is used excessively and has become a bit meaningless and even irritating. SAMPLE CLICHES: Always look on the bright sight of life To be or not to be Live and learn Live and let live C'est la vie Que sera, sera What goes around comes around Don't worry, be happy!

Euphemism : A Euphemism is when you substitute language that is less direct and vague for another that is considered to be harsh, blunt, or offensive.

When talking or writing about subjects that we find embarrassing or unpleasant, we often use euphemisms; rather than say that somebody has died, we might say that they 'have passed away'. Some hospitals have 'Special Clinics', where sexually transmitted infections are treated.

MLA Style : Modern Language Association (MLA) is an academic style guide providing guidelines for writing and documentation of research in the humanities, especially in English studies; literary criticism; media studies; cultural studies; and related disciplines.

Slang : Slang is language at its most informal, using expressions that many would consider to be grammatically imperfect and sometimes rude. Slang often used within small social groups where it can help draw and keep the group together. It changes very quickly in English.

**Plagiarism :** A piece of writing that has been copied from someone else and is presented as being your own work

**Idioms :** A phrase which has a meaning that is commonly understood by speakers of the language, but whose meaning is often different from the normal meaning of the words is called an idiom.

**Parenthetical Citations :** A citation style in which in-text citations must be enclosed within parentheses and embedded in the paragraph.

**Synonyms :** A synonym is a word that means the same as another word, or more or less the same. If a word is slightly different, it is a near-synonym. EG: 'Movie' is a synonym of 'film'. In this example the former is more common in American English and the latter in British English.

**Cross-referencing :** A cross-reference is an instance within a document which refers to related or synonymous information elsewhere.

**Antonyms :** An antonym is a word that means the opposite of another. eg: 'fat' is an antonym of 'thin'

**Dictionary :** A dictionary is an alphabetical list of words giving their definitions, examples and grammatical classification, together with information about the pronunciation. It can also be an alphabetical list with definitions of the key words from a particular area or field, like a dictionary of law or computing.

**Etymology :** An etymologist studies the origins of words, how their meaning changes and develops over time and how they fall into disuse, etc. This study is etymology.

**Précis :** It means a precise summary. A well-written précis should be a serviceable substitute for the original work.

**Interpretative Critique :** An interpretative critique evaluates some (or all) of the issues raised in a text.

**Punctuation :** Punctuation in English writing is like traffic lights and traffic signs. It helps the reader understand what you are writing.

**Conclusion :** Conclusions bring essays to a natural close by summarizing the argument, restating the thesis, calling for some specific action, or explaining the significance of the topic just discussed. If the introduction states your thesis in the form of a question to be answered or a problem to be solved, then your conclusion will be the final "answer" or "solution" provided in your paper. The conclusion should be approximately the same length as your introduction and should leave your reader satisfied that you have actually "concluded" your discussion rather than simply run out of ideas to discuss.

**Period :** A punctuation mark (.) placed at the end of a declarative sentence to indicate a full stop.

**Paragraph :** Paragraphs are groups of interrelated sentences that develop a central topic. Generally governed by a topic sentence, a paragraph has its own unity and coherence and is an integral part of the logical development of an essay.

**Comma :** A punctuation mark (,) used to indicate the separation of elements within the grammatical structure of a sentence.

**Editing :** Editing is an important part of the rewriting process of an essay that requires writers to make certain their work observes the conventions of standard written English.

**Cause and effect :** Cause and effect is a form of analysis that examines the causes and consequences of events and ideas.

**Question Mark :** A punctuation mark (?) placed at the end of a sentence to indicate a question.

**Exclamation Mark :** A punctuation mark (!) used after interjections or exclamatory sentences.

**Abbreviation :** An abbreviation is a shortened form of a word or phrase. Usually, but not always, it consists of a letter or group of letters taken from the word or phrase.

**Spelling :** Forming words with letters according to the accepted usage.

**Appeal to Authority :** Accepting someone's argument because of his or her authority in a field unrelated to the argument, rather than evaluating the person's argument on its own merits. (Also called *Argumentum ad Verecundiam* or "argument from modesty")

**Appeal to Emotion :** Exploiting the audience's feelings to convert them to a particular viewpoint. Appeals to fear, flattery, ridicule, pity, or spite are among the most common forms this fallacy takes.

**Appeal to Ignorance :** Basing a conclusion solely on the absence of knowledge. (Also called *Argumentum ad Ignoratiam*)

**Appeal to Popular Opinion :** Claiming that a position is true because most people believe it is. (Also called *Argumentum ad Populum*)

**Attacking the Person :** Discrediting an argument by attacking the person who makes it, rather than the argument itself (Also called *Poisoning the Well* or *Argumentum ad Hominem*—literally, "argument against the man")

**Begging the Question :** Using a premise to prove a conclusion when the premise itself assumes the conclusion is true (Also called *Circular Argument*, *Circulus in Probando*, and *Petitio Principii*)

**Complex Question :** Combining two questions or issues as if they were one, when really they should be answered or discussed separately. Often involves one question that assumes the answer to another.

**Composition (Logical Fallacy) :** Assuming that because parts have certain properties, the whole does as well. (The reverse of Division)

**Correlation implies Causation :** Concluding that because two things occur at the same time, one has caused the other. (Also called Cum Hoc Ergo Propter Hoc—literally “with this, therefore because of this.”)

**Division (Logical Fallacy) :** Assuming that because a large body has certain properties, its parts do as well. (The reverse of Composition)

**Equivocation (Logical Fallacy) :** Applying the same term but using differing meanings.

**False Cause and Effect :** Claiming that because one event occurred before a second, it caused the second. (Also called Coincidental Correlation and Post-Hoc Ergo Propter Hoc—literally “after this, therefore because of this.”)

**False Dilemma :** Suggesting only two solutions to a problem when other options are also available. (Also called Bifurcation)

**Hasty Generalization :** When a writer arrives at a conclusion based on inadequate evidence or a sample that is too small.

**Ignoring the Issue (Logical Fallacy) :** Shifting the reader’s attention from the real issue to a different argument that might be valid, but is unrelated to the first (Also called Arguing beside the Point and Ignoratio Elenchi.)

**Red Herring :** Introducing an unrelated or invalid point to distract the reader from the actual argument. Appeal to Emotion, Attacking the Person, Ignoring the Issue, and Straw Man are a few examples of Red Herring fallacies.

**Slippery Slope :** Assuming a chain of cause-effect relationships with very suspect connections.

**Attacking the Desk :** When a writer tries to prove a point by focusing on only one side of the argument while ignoring the other.

**Straw Man :** Attacking one of the opposition’s unimportant or small arguments, while ignoring the opposition’s best argument.

**Abstract :** An abstract is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose.

**Table of Contents :** A list of divisions (chapters or articles) and the pages on which they start.

**Table of Illustrations :** A list noting illustrations used in the text and their page numbers

**Appendix (Plural Appendices) :** Supplementary material that is collected and appended at the back of a book or an article.



**Footnote :** A footnote is a note of text placed at the bottom of a page in a book or document. The note can provide an author's comments on the main text or citations of a reference work in support of the text, or both.

**Index (Plural Indices) :** An alphabetical listing of names and topics along with page numbers where they are discussed.

**Glossary :** An alphabetical list of technical terms in some specialized field of knowledge; usually published as an appendix to a text on that field.