



Explanation of Terms

Cluster/list/outline – creating word maps, lists, and outlines to identify a main idea and words/phrases associated with it

Color it up – a revision exercise that includes highlighting others’ ideas (research, facts, figures) in one color and your ideas and insights are highlighted in another color to help you see if your voice maintains control of the essay by seeing which color dominates

Cut clutter and stock phrases – searching out wordy language in your writing to replace it with simpler and shorter words and phrases. This website has a helpful list: http://writing.wisc.edu/Handbook/CCS_wordyphrases.html

Dialogue with your reader – anticipating and answering questions for the person you imagine as the typical, educated reader for your essay; think of the 5Ws (who, what, when, where, why) that someone might ask about your topic and then answer them for your hypothetical reader

Double journal entry method – a note-taking method for recording pertinent ideas and quotations from your research in a left-hand column and your response (questions, insights, first thoughts) to these ideas and quotes in the right-hand column

Evaluative or annotated bibliography – a research note-taking practice that includes recording the bibliographic information for the source, writing a brief summary of the source’s major claims, and formulating your own response to the ideas

Fast-write – a timed brainstorming exercise where you must keep your pen (or keyboard) moving, writing anything that comes to mind on a designated topic

Find and replace verbs – a method for editing that includes searching out passive and weak verbs to exchange them for active, strong verbs. This website has a helpful index of verbs:

<http://www.owlnet.rice.edu/~cainproj/writingtips/preciseverbs.html>

Integrate quotations – the art of seamlessly incorporating quotations from research sources into your own essay; this style of writing includes composing your own introductory phrase to the quotation and following the quotation with your own commentary and insight on its importance, relevance, and significance to your S.O.F.T.

Interest inventory – a brainstorming technique that helps you generate a potential research topic; create three columns (with labels such as trends, technologies, controversies, jobs) and write down any words or phrases that come to mind for each category. After creating a sizable list, pinpoint an idea that interests you and create a list of questions that you might like to answer about that topic

Pick off the lint – an analogy for proofreading your writing; most people struggle with two or three grammar problems specific to them so learning your own tendencies is important. Review common grammar problems on sites like this one:

<http://www.businessinsider.com/11-common-grammatical-mistakes-and-how-to-avoid-them-2013-9>

Responsive, dialogic, or narrative note-taking – the habit of making conversation with your research notes; as you take notes from your sources, you respond to those ideas with your own insights, ideas, and contributions; your response can come in the form of questions, clarifications, illustrations, or extrapolations

Rollercoaster reading – reading out of order, whether that’s backwards (starting with your conclusion and working backwards through each section of your draft) or out loud (to yourself or with someone else reading your work to you)

Say back – part of dialogic note-taking where you paraphrase or summarize another writer’s main ideas

S.O.F.T – “say one freaking thing” or the practice of stating your perspective as one main argument, thesis, or bottom line.

Storyboard the draft – a type of cut and paste revision that literally involves cutting apart the paragraphs of your printed draft, evaluating each one individually as you compare it to your S.O.F.T, and making “keep” and “discard” piles based on the outcome of your evaluation

Three ways in or out – an exercise through which you draft three versions of an introduction or conclusion and then pick the one you like best; versions could be different based on telling a pertinent story, setting the scene, profiling a key figure, introducing important background information, beginning with a meaningful or surprising quotation, asking a question, or contrasting opposing sides of the argument