

The Fluency Factor

A Glossary of Terms

1. **Diction**- A writer's intentional choice of words to create a particular tone, meaning, or impression. When we teach **diction**, we are talking about:
 - a. Taking the time to choose the best and most fitting word for a particular circumstance
 - b. Staying away from overused words that have diluted meanings
 - c. Choosing appropriate words for different situations (i.e. knowing when to use slang terms)
 - d. Being judicious in using elevated language
2. **Fluency**- A writer's ability to communicate clearly and smoothly, showing a mastery of Standard English.
3. **Incomplete assignment**-An assignment that is missing one or more parts required by the instructions. For example, an essay that lacks a concluding paragraph. Students are not allowed to rewrite work that is incomplete, and the grade that is earned will stand.
4. **Initial Rewrite**- The first opportunity that a student has to rewrite a writing assignment. A period of ten days is given for this rewrite. At least one full workshop tutorial is required.
5. **Late Assignment**- An assignment is late if it is not turned in when the teacher collects the assignment from the class. If a teacher collects the papers at the beginning of class and a student asks to turn it in by the end of the day, that assignment is late. Students are not allowed to rewrite work that is turned in late, and the grade that is earned will stand.

6. **Rubric**- An evaluation tool for grading assignments. Rubrics allow students to see and understand exactly how their work will be evaluated. After the work has been graded, students can look at the rubric and see areas of strength and weakness. They also provide an objective and standardized framework for teachers to use when grading.
7. **Secondary Rewrite**- After an Initial Rewrite, an assignment may need further revision. Students are given three days to complete a secondary rewrite.
8. **Syntax**- The arrangement of words within sentences. When we teach syntax, we talk about arranging words and phrases in such a way that the message is not only clear, but appealing to the reader or listener. Skillful syntax eradicates awkwardness and confusion.
9. **Standard English Usage**- *-noun*
the English language in its most widely accepted form, as written and spoken by educated people in both formal and informal contexts, having universal currency while incorporating regional differences. (Taken from Dictionary.com)
10. **Tune-up**- An opportunity to rewrite an assignment that scores below an 80 but that does not warrant dropping all the way down to a 20. Students who score below a 70 are required to complete the tune-up. All others are at the students' requests. A tune-up will follow the guidelines of a secondary rewrite. Students may earn up to an 80 on a tune-up.
11. **Workshop Tutorial**- Any of several scheduled tutorial sessions held by the members of the English Department. Students who are in the process of rewriting must attend one or more of these sessions. Students may attend a tutorial with any of the English teachers.

