

Nonfiction - Quick Reference Guide

Nonfiction	Autobiography	Biography	Memoir
Prose (writing) that explains ideas or is about REAL people, places, objects, or events.	A story about a person written by that person (auto = self)	An author's account or story of another person's life	An account of the personal memories of an author. Similar to an autobiography.
Almanac	Dictionary	Thesaurus	Encyclopedia
A magazine or book that contains weather forecasts, statistics, or other facts of interest to readers. A book of facts.	A reference book containing an alphabetical list of words along with definitions, pronunciations and parts of speech for each word	A reference book containing an alphabetical list of words along with synonyms and antonyms for each word	A comprehensive reference book containing information and articles on a wide range of subjects
Magazine	Newspaper	Interview	Academic Journal
A magazine is a collection of articles and images about diverse topics of popular interest and current events.	A collection of articles about current events usually published daily.	A person to person meeting in which information is obtained and documented.	A journal is a collection of articles usually written by scholars in an academic or professional field.
Atlas	Diary / Journal	Editorial	Speech
A book of maps 	A daily autobiographical account of events and personal reactions.	An article that expressing the opinion of a writer, publishers, news station, or network.	A talk or public address. 
Essay	Persuasive/Argumentative Essay	Expository Essay	Narrative Essay
A short, nonfiction work about a particular subject.	An essay written for the sole purpose of persuasion (to persuade)	An essay written solely for informative purposes (to explain)	An essay written to tell the events of a story (to entertain)
Descriptive Essay	Fact	Opinion	Propaganda
An essay written solely to describe a topic/subject using imagery	A statement that can be proven true or false	A statement that reflects a belief and cannot be proven true or false.	Information that is spread for the purpose of promoting some cause.
Appeal to Logic (Logos)	Appeal to Emotion (Pathos)	Appeal to Character/Authority (Ethos)	Bandwagon
Persuasion through the use of facts, statistics, charts and graphs.	Persuasion through the use of pictures or words that create emotion.	Persuasion through the use of professional and/or famous people Building reputation through trust.	A form of authority appeal that refers to doing something because everyone else is doing it.
Logo	Slogan	Branding	Demographics
A sign, name, or trademark of a company (also called a symbol) Example: McDonalds – Golden Arches	A short, memorable advertising phrase. Example: McDonalds – “I’m Lovin’ It”	Logos and Slogans are known as branding. The company is branding or labeling their product to make it recognizable to the consumer.	The specific age group, economic class, or gender targeted.

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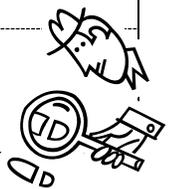
	Book	Front of the Book	Copyright Date	Table of Contents	Preface
			Date the book was published	A listing with chapter titles and page numbers	An introduction stating why the book was written
	Back of the Book	Appendix	Glossary	Index	
		Additional (supplementary) material at the end of a book	A list that defines words and terms used in a book	A list of topics found in the book along with page numbers	

Formal Language	Informal / Colloquial Language	Topic	Main Idea / Topic Sentence/ Thesis		
Spoken or written language that is grammatically and punctually correct.	Everyday speech (slang) consisting of fairly short sentences & simple vocabulary.	A short phrase that introduces an article (title)	A one-sentence summary of an article's main point.		
Supporting Details	Inference	Author's Purpose	Anecdote		
Facts, reasons, incidents, examples and statistics that support the main idea.	A conclusion drawn from available details. Using details to read between the lines.	The reason an author writes. Author's write to persuade, to inform and/or to entertain.	Short summary of a funny event, often used to support a greater point (thesis).		
Connotation	Denotation	Diction	Syntax	Tone	Parallelism
The emotions or societal feelings a word arouses. Ex: Negative implications of the word 'pig.'	The literal, dictionary definition of a word	The specific words used in a piece of literature that help to create meaning.	The order in which words/sentences are used in literature to create meaning.	The way the author feels about his topic.	Repetition of phrases that have similar grammatical patterns. For Example: I came, I saw, I conquered.

Paragraph / Essay Structure 	The framework used to organize ideas and information	Description - A topic idea, person, place or thing is described by explaining its features, characteristics and giving examples
	Problem/Solution - Tells about a problem (and sometimes tells why there is a problem) and gives one or more possible solutions.	
	Chronological/Time/Order - Describes events in the order they happened or lists the steps to follow to accomplish a task.	
	Comparison/Contrast - Shows how two or more things are alike and/or how they are different.	
	Spatial Order - Shows how people and objects are arranged in a space or scene.	
	Order of Importance - Presents information in order of increasing or decreasing importance.	
	Cause/Effect - Cause is why something happened. Effect is what happened. Sometimes the effect is listed first.	

Context Clues – Clues in a passage that a reader can use to help identify unknown words.

The Definition Clue	The Antonym (or contrast) Clue	The Synonym (or restatement) Clue	The Inference Clue
the word is defined directly in the sentence in which it appears	often signaled by the words whereas, unlike, or as opposed to	other words are used in the sentence with similar meanings.	word meanings are not directly described, but need to be inferred from the context.
Example: The <u>arbitrator</u> , the neutral person chosen to settle the dispute, arrived at her decision.”	Example: Unlike Jamaal’s room, which was <u>immaculate</u> , Jeffrey’s room was very messy.	Example: The <u>slender</u> woman was so thin her clothes were too big on her.	Example: Walt’s <u>pugnacious</u> behavior made his opponent back down.



Elements of Literature - Quick Reference Guide



Terms usually associated with Poetry

Figurative Language	Writing or speech exaggerated for effect (not meant to be taken literally)	Metaphor - Comparison of two unlike things without using 'like' or 'as.' <i>Example: Juliet is the sun</i>
		Hyperbole - Exaggerating or stretching the truth for literary effect. <i>Example: My shoes are killing me</i>
		Simile - A comparison of two unlike things using the word 'like' or 'as.' <i>Example: Love is like a rose.</i>
		Personification - Giving human characteristics to non-human things. <i>Example: The leaves kissed the tree</i>
		Anthropomorphism: Giving human characteristics to animals (fables) and divine beings (mythology)
		Imagery - Words that create images in the mind (tactile, gustatory, auditory, olfactory, visual)
Sound Devices	Writing or speech that uses sound	Rhyme Scheme – the pattern of rhyming words that appear at the ends of two or more lines of poetry
		Alliteration - Repetition of the beginning consonant sound. <i>Example: Ready to read Peter Piper?</i>
		Onomatopoeia - The use of words that imitate sounds, as in buzz, hiss, or murmur.
Structure □	The arrangement of the lines in a poem	Stanza - A unit or group of lines in poetry that are separated by spaces.
		Quatrain – 4 line stanza (usually alternate lines rhyme)
		Couplet – 2 lines of poetry that usually rhyme
		Meter - The repetition of stressed and unstressed syllables in a line of poetry (Rhythm or Beat)
		Blank Verse - 2 or more lines of iambic pentameter that do not rhyme
		Iambic Pentameter - 10 syllables in a line of poetry
Types of Poems	Free Verse/Form Poetry is not written with a regular pattern	Lyric Poetry - Poems that express the observations and feelings of a speaker
		Narrative Poetry - Poems that tell a story.
		Epic Poetry - A long narrative poem about the adventures of an almost superhuman character (The Odyssey)
	Fixed Verse/Form Poetry has a regular pattern	Ballad – Narrative Poem which tells a story of a person from the past and is often set to music.
		Haiku - A fixed Japanese form of poetry with three lines and a total of 17 syllables (5, 7, 5)
		Sonnet – A fixed poem comprised of fourteen lines of iambic pentameter – popularized by Shakespeare

Terms usually associated with Drama

Aside	Dialogue	Monologue	Soliloquy
When a character speaks to the audience and not to the other characters.	Conversation carried on by one or more characters	A speech given by one character while others are on the stage	Speech delivered by a character when he is alone on stage
Dramatic POV	Prologue	Oxymoron	Pun
A play, in which all events are told as dialogue	The opening lines of a drama that give background information.	A phrase made up of 2 contradicting words	A play on words, when a word has more than one meaning.
Foil	Tragedy	Tragic Hero	Tragic Flaw
 Character opposites for emphasis	A play in which the main character suffers a downfall	The main character in a tragedy	The character trait that leads to the downfall of the tragic hero

Terms usually associated with Fiction

Fiction 	Prose writing that tells about imaginary characters and events.	Short Story – A fictional story with one plot line. Can usually be read in one sitting. (“The Scarlet Ibis”)
		Historical Fiction - Stories that include or focus on significant historical events (<i>To Kill A Mockingbird</i>)
		Myth - A fictional tale that explains the actions of gods or heroes, or the causes of natural phenomenon
		Novel - A long work of fiction.
Plot 	The sequence of events in a literary work.	Exposition - The part of a story or play that explains the background or makes conflict clear.
		Climax - High point in a story, point of most intense interest, and point of no return.
		Resolution – the tying up of loose end and the end of a story
Characterization 	The way an author reveals his characters. Can be done directly or indirectly.	Protagonist -The main character in a literary work who drives the plot forward
		Antagonist - The person or thing that opposes the protagonist.
		Static Character - A character who remains the same (mentally) throughout a story
		Dynamic Character - A character who changes (mentally) throughout a story
		Flat Character - A minor character with minimal personality (one dimensional)
		Round Character - A complex character with a fully developed personality
Conflict 	The problem(s) or complication(s) in a story	Internal Conflict – Conflict within a character (man vs. self)
		External Conflict – Conflict between a character and something else (man vs. man / nature / society / fate)
Point of View (POV) 	The perspective from which a story is told (who is telling the story and from where?)	First Person POV – the narrator is in the story (pronouns: I, me, we)
		Second Person POV - the narrator speaks directly to the reader
		Third Person POV – the narrator is not a character in the story (pronouns: he, she, they)
		Third Person Omniscient POV – the third person narrator is all knowing and all seeing
		Stream of Consciousness - A narrative technique, or point of view, that presents thoughts as if they were coming straight from a character's mind, with story events and character feelings combined.
Irony 	When something is different than it is supposed to be or thought to be.	Verbal Irony – when a lie is believed. Sarcasm is when the person knows you are lying.
		Dramatic Irony – when the audience/reader knows something a character does not
		Situational Irony – An unexpected situation considering the circumstances (usually pessimistic in nature). For example: a car crashes into a Drive Carefully sign

Setting	Theme	Tone	Mood	Symbol
Time and place of a literary work. 	An often universal truth (message) about humanity (life) found in literature.	The writer or speaker's attitude towards the subject of the work.	The feelings created in a reader through the literature	Something seen that stands for something unseen (dove=peace, rose=love)
Flashback When a story's sequence is interrupted and a character goes back to an earlier time.	Foreshadowing Clues that suggest events yet to come. 	Archetype A recurring pattern in literature (the evil stepmother, the wise old man)	Allusion A reference to something mythical, Biblical, or historical	In Medias Res A story that begins in the middle of the action

Research - Quick Reference Guide

Primary Source	Secondary Source	Parenthetical Citation	Running Head
An original document or firsthand account (interview).	This is a commentary on an original document or firsthand account.	When a writer gives credit to the person or place from which research was taken.	Writers' name and page number in the header on the top right hand corner of every page of your paper
Thesis Statement	Direct Quotation	Paraphrase	Summary
The main idea of an essay that is supported with concrete evidence.	A direct quotation uses someone else's words. A quotation must be inside quotation marks.	A paraphrase puts someone else's ideas in your own words.	A summary takes someone else's ideas, reduces them to the main points, and restates them in your own words
Selecting a Topic for a Research Paper		Examples of Primary Sources	Examples of Secondary Sources
Make sure your topic <ul style="list-style-type: none"> ☛ is not too broad (vague) ☛ is not too controversial ☛ is on subject ☛ has enough available sources to research 		<ul style="list-style-type: none"> ☛ Memoirs, private journals and diaries ☛ Public records and documents ☛ Newspaper, magazine and journal articles ☛ Speeches ☛ Novels and short stories 	<ul style="list-style-type: none"> ☛ Encyclopedias ☛ Textbook and other Nonfiction books ☛ Almanacs ☛ Field studies (statistics, surveys) ☛ Technical Documents (letters, forms, records)

MLA = Modern Language Association (a published and acceptable Style used when writing and formatting essays and research papers)

Bibliography/Works Cited Page - A listing of sources (primary and secondary) used in an essay or research paper.



Bibliography / Works Cited Examples	Book with One Author	Author's Last Name, Author's First Name. <u>Title of Book</u> . City of Publication: Name of Publisher, Year of Publication. Print. Parenthetical Citation: (Author's Last Name Page Number of Book)
	Article from a Newspaper / Magazine	Author's Last Name, Author's First Name. "Title of Article". <u>Title of Magazine/Newspaper</u> Date Magazine was Published: Page(s) of Article. Print. Parenthetical Citation: (Author's Last Name Page Number of Newspaper/Magazine)
	Article from the Internet	Author's Last Name, Author's First Name. "Title of Internet Article". Name of Internet Site or Organization. Date of Publication. Web. Date of Access. <ul style="list-style-type: none"> • If there is no Date of Publication use n.d. Parenthetical Citation: (Author's Last Name)



- Don't forget that major works (books, names of magazines and newspapers) are underlined when handwritten or *italicized* when typed and minor works (short stories, articles, chapters) are in "Quotes."
- Don't forget that **Bibliographies / Works Cited** entries are always in **Alphabetical Order**.
- If your source is electronic (Kindle/E-Reader), use the word Electronic instead of Print in the Citation. Omit the page number for the parenthetical citation.

**MLA Style Cover Page
(only if requested by teacher)**

Sample MLA Research Paper Format

Running Head

Title of Paper

Name
Class
Date

MLA Style Heading

Sarah Flamingo
Ms. Ali
10th Honors English
1 Oct. 2008

Flamingo 1

Titles Centered

Title of Paper

In an MLA style paper the writer must always give credit to the author from where the information is gathered. This is important and proves to the teacher that you are not trying to plagiarize. "Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward" (Fullson 24).

Parenthetical Citation

MLA Format

- ⇒ 12 font
- ⇒ Times New Roman
- ⇒ Double Space
- ⇒ 1 inch margins
- ⇒ Black Ink

Flamingo 2

Running Head

Works Cited

Books

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