

Who this book is for

An important aim in writing this book has been to provide an accessible, user-friendly reference to assist all those who wish to improve their knowledge and understanding of the English language, English literature and literacy.

It is ideal for school, college and university students of all ages.

It will assist parents who wish to further their own knowledge of English and who may wish to give greater guidance and support to their children and their studies.

It will help those who are learning English by providing key words to improve literacy and understanding of English.

As a handy and easy to use reference book, it will serve as a useful resource for teachers and for lecturers in colleges and universities.

This book will be particularly useful for students and teachers in language schools and TEFL colleges.

How to use this book

Over 500 words are listed in alphabetical order.

For some words which are difficult to pronounce a phonetic cue is provided to help pronunciation. For more clarity, Tutor Master suggests visiting dictionary or encyclopaedia websites that provide voice pronunciation of the required word, so that the word can be heard.

A definition is given for each of the words listed and in many cases examples are provided.

Where it is considered appropriate for ease of reference, words that are linked to definitions found elsewhere in the book are underlined.

Where brief examples are given they are written in italics but other examples are shown in grey boxes.

All examples and poems are by the Tutor Master except where the origins are unknown or are otherwise credited.

ABBREVIATION (ab-reev-ee-a-shun) The shortening of a word to fewer letters or just the initials, to represent the whole word. Sometimes the letters are separated by full stops.

The generally accepted rule about using a full stop with an abbreviation relates to where the word has been cut. It is more common to write abbreviations **with** full stops if the point at which the word has been cut is in the middle of the word.

Professor	⇒	<i>Prof.</i>
Abbreviation	⇒	<i>Abbrev.</i>
February	⇒	<i>Feb.</i>
Anonymous	⇒	<i>Anon.</i>

If the word has been abbreviated by leaving out the middle and putting only the first/first few and last letters, full stops are not usually included.

Doctor	⇒	<i>Dr</i>
Road	⇒	<i>Rd</i>
Avenue	⇒	<i>Ave</i>
Department	⇒	<i>Dept</i>

ABSTRACT NOUN (See Noun.)

ACCENT (ack-sent) The different ways that a spoken language is pronounced. Accents vary from region to region.

ACRONYM (ack-ro-nim) An abbreviation where the initial letters make a real word, e.g. *GOSH* (Great Ormond Street Hospital).

Sometimes an acronym is made from syllables or parts of words, e.g. *radar* (radio detecting and ranging).

Other acronyms may not make a recognisable word, e.g. *OPEC* (Organisation of Petroleum Exporting Countries).

ANALYSIS (an-al-eh-sis) The process of breaking up a sentence into its separate parts to show how those parts are related to one another, e.g. in a simple sentence identifying the subject and predicate.

ANECDOTE (an-eck-dote) A little story told by someone about things that have happened to them. Anecdotes are often funny and are told to make people laugh and/or to make a point.

ANNOTATION (an-no-tay-shun) A written note added to a piece of text, usually in the margin, to give comment on or explanation of a particular section of the text.

ANTAGONIST The main opponent of the principal character in a work of literature. The antagonist is the counterpart to the main character (known as the protagonist). Their interaction provides the source of a story's main conflict. The antagonist need not necessarily be bad or evil but they will oppose the protagonist in a significant way.

In the stories of 'Robin Hood and his Merry Men' the Sheriff of Nottingham is the antagonist to Robin Hood (the protagonist).

ANTHOLOGY (an-thol-o-gee) A book or collection of selected writings, usually comprising the most popular and well-liked by one author or poet.

It can also be from the works of different authors or poets, often in the same literary form from the same period or about the same subject.

ANTITHESIS (an-tith-eh-sis) A figure of speech that contrasts ideas using words or sentence associations to convey an exact opposite meaning.

“One small step for man, one giant leap for mankind”
– Neil Armstrong

“Actions not words”

“Not that I loved Caesar less but that I loved Rome more”

– Brutus from “Julius Caesar”, by William Shakespeare

ANTONYM (an-toh-nim) (Also known as an Opposite.) A word that has the opposite meaning to another word.

noisy ⇔ *silent*

good ⇔ *bad*

happy ⇔ *sad*

Antonyms or opposites can sometimes be made by:

- ◆ adding a prefix

happy ⇔ *unhappy*

lock ⇔ *unlock*

obey ⇔ *disobey*

- ◆ changing the prefix

inside ⇔ *outside*

increase ⇔ *decrease*

encourage ⇔ *discourage*

- ◆ changing the suffix

careful ⇔ *careless*

useful ⇔ *useless*