

Vocabulary

Use the vocabulary words and definitions below as a reference for this unit.

- bibliography** a list or collection of all articles, books, and other sources checked for information or ideas while researching topics or subjects
- body language** the act of sending or receiving messages without words; a form of nonverbal communication
Examples: gestures, facial expressions, body movements, or posture
- communication** the act of sending or receiving messages
- copyright** the right given by law to an author, playwright, or publisher to be the only person or company to reproduce, publish, or sell a literary or artistic work
- electronic reference** the source and location of reference information obtained from the Internet or by electronic means
- MLA style** a set of written procedures from the Modern Language Association used to write papers and resources
- nonverbal communication** the act of sending or receiving messages without the use of words
Example: One form of nonverbal communication is *body language*.

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- persuasion techniques** different ways to convince someone to buy something, do something, or believe something
- prompt**..... visual aid to help the speaker remember his or her speech
Examples: storyboards, notecards, and overhead transparencies
- pronunciation** the act of saying words correctly, as they are listed in a dictionary's guide to how a word sounds
- storyboard** a visual map of a story's major events
- tempo**..... the speed at which words are spoken
- verbal communication** the act of sending and receiving messages using words
- visual aids**..... any material that can be seen that helps listeners and viewers understand or remember
Examples: pictures, posters, drawings, charts, diagrams, puppets, costumes, hats, scenery, and props
- volume** the loudness or softness of a spoken word