

Unit 3

Glossary

Academic. Belonging or pertaining to higher education.

Acceptable. Capable or worthy of being accepted, adequate, satisfactory.

Active. Characterized by action rather than by contemplation or speculation.

Active duty. A condition of military service where members are on full duty, or subject to call, at all times to respond quickly to the nation's emergencies.

Active listening. To go beyond comprehending literally to an empathetic understanding of the speaker.

Active voice. A term that indicates that the writer has emphasized the doer of the action.

Adaptability. Capability or willingness to adapt.

Admissions. The act or process of admitting.

Advancement. A promotion or elevation to a higher rank or position.

Advocacy service. The act or process of supporting or providing a service toward a cause or proposal that does not require face-to-face contact.

After action review. Reflecting on what was learned after an act.

Agenda. A list or program of activities that need to be done or considered.

Aggression. A tendency to be hostile or quarrelsome.

Allocate. To apportion for a specific purpose or to particular persons or things.

Analogy. Resemblance in some particulars between things otherwise unlike.

Analysis. The separation of a whole into its component parts for individual study; a study of something complex, its elements, and their interrelationships.

Anger management. Learning to control and manage the emotion of anger; managing your anger so it comes out in a healthy and constructive way; employing steps to control feelings of anger or rage.

Annual fee. A yearly fee charged by credit grantors for the privilege of using a credit card.

Annual percentage rate (APR). The cost of credit at a yearly rate.

Anti-Semitism. Feeling or showing hostility toward Jews; persecuting Jews.

Antonym. A word of opposite meaning (the usual antonym of good is bad).

Apologize. To make an apology or express a regret for a wrong.

Appositive. A grammatical construction in which two usually adjacent nouns having the same referent stand in the same syntactical relation to the rest of a sentence (as the poet and Burns in "a biography of the poet Burns").

Aptitude. The capabilities that you have developed so far that indicate your readiness to become proficient in a certain type of activity.

Aptitude test. A standardized test designed to predict an individual's ability to learn certain skills.

Arbitration. To submit for decision to a third party who is chosen to settle differences in a controversy.

Articulate. To speak clearly and effectively.

Ascendant. Dominant in position or influence; superior.

Assertion. The act of asserting; to state or declare positively and often forcefully or aggressively.

Assessment. The act of evaluation or appraising a person's ability or potential to meet certain criteria or standards.

Associate. To group things together when they have common characteristics.

- Attitude.** A feeling, emotion, or mental position regarding a fact or state.
- Audience analysis.** The examination of the characteristics that describe the receivers of communication, to include categories such as age, background, education, political opinions, location, and so on.
- Auditory.** Of, or pertaining to hearing.
- Aural or auditory.** Of or relating to the ear or to the sense of hearing; of, relating to, or experienced through hearing.
- Authoritarian.** Characterized by or favoring absolute obedience to authority, as against individual freedom.
- Autobiography.** The biography of a person, written by that person.
- Axon.** Long fibers that send electrical impulses and release neurotransmitters.
- Bankruptcy.** Financially ruined; impoverished.
- Barriers.** Obstruction; anything that holds apart or separates.
- Bibliography.** A list of sources of information on a specific subject; the description and identification of the editions, dates of issue, authorship, and typography of books or other written materials.
- Bigotry.** Bitter, intolerance, and prejudice.
- Bi-lateral transfer.** The ability of the brain to transmit data processed in one hemisphere and coordinate and integrate it with data processed in other areas.
- Biography.** The history of a particular person, as told by someone else.
- Bodily/Kinesthetic intelligence.** The gift of physical prowess, coordination, fitness, and action.
- Body.** The main part of a paper, lesson plan, or speech.
- Bond.** An insurance contract in which an agency guarantees payment to an employer in the event of unforeseen financial loss through the actions of an employee.
- Brace map.** A tool used to analyze a physical object and its parts.
- Brain stem.** The oldest part of the brain composed of the mesencephalon, pons, and medulla oblongata and connecting the spinal cord with the forebrain and cerebrum. Also referred to as the reptilian brain.
- Brainstorming.** A teaching method that consists of group problem-solving techniques involving the spontaneous contribution of ideas from all members of the group.
- Bridge map.** A tool used for seeing analogies; a process of seeing the relating factor or the same relationship to something.
- Bubble map.** A tool used for describing qualities; describing a process of seeing qualities, characteristics, traits, and/or properties of things.
- Budget.** An itemized summary of estimated or intended expenditures for a given period along with proposals for financing them.
- Capital gain.** The amount by which the selling price of an asset exceeds the purchase price; the gain is realized when the asset is sold.
- Career.** An occupation or profession; the course or progress of a person's life.
- Case study.** A teaching method that consists of an oral or written account of a real or realistic situation.
- Cash flow.** A measure of the money you receive and the money you spend.
- Cash management.** The strategy by which a company administers and invests its cash.
- Cause and effect.** A process of identifying the interrelationships of what results from an action.
- Cerebral hemispheres.** When looked at from the top, the brain is composed of two interconnected spheres or lobes, which are the seat of higher-level thinking.
- Change orientation.** A reflection of satisfaction or dissatisfaction with current emotional skills and abilities; a scale that indicates the degree of motivation and readiness for change in the skills measured by the Personal Skills Map.
- Channel.** In communications theory, a gesture, action, sound, written or spoken word, or visual image used in transmitting information.
- Circle map.** A tool used for brainstorming; defining in context; a process where a specific concept is defined and explored.
- Clarify.** To make understandable.
- Classify.** To assign to a category.
- Classifying.** A process of sorting things into categories or groups.
- Cluster.** A number of similar things growing together, or of things or individuals collected or grouped closely together.
- Coach-pupil exercises.** A practical exercise format where learners work in pairs or small group, alternately performing as instructor and student.
- Cognition.** The mental process of knowing.
- College.** An independent institution of higher learning offering a course of general studies leading to a bachelor's degree; a part of a university offering a specialized group of courses; an institution offering instruction, usually in a professional, vocational, or technical field.
- Comfort zone.** Behaviors that seem natural; behaviors you exhibit without realizing what you're doing.
- Commemorative.** Honoring the memory of; speaking in honor of.
- Commissary.** A supermarket for use by military personnel and their dependents located on a military installation.

Community service. Any form of service provided for the community or common good.

Compare. A test directive that requires that you examine qualities or characteristics to discover resemblances. “Compare” is usually stated as “compare with”; you are to emphasize similarities, although differences may be mentioned.

Comparing and contrasting. A process of identifying similarities and differences of things.

Complementary. Supplying mutual needs of offsetting mutual lacks.

Compounding. To settle (a debt, for example) by agreeing on an amount less than the claim; adjust.

Comprehension. The act or action of grasping with the intellect.

Comprehensive. Covering completely or broadly.

Compromise. A settlement of differences reached by mutual concessions.

Comradeship. Companionship.

Concept. An abstract or generic idea generalized from particular instances.

Conclusion. The final part of a paper, speech, or lesson plan; also referred to as a summary; a final opinion reached through research and reasoning.

Conference. A teaching method where the instructor involves the entire class in a discussion of the subject being taught by asking leading questions to get the students to think about and discuss the main points.

Conflict. A clash between hostile or opposing elements, ideas, or forces; to show opposition.

Conjunction. Joining words such as and or but.

Constructive. Promoting improvement or development.

Constructive criticism. Feedback that is helpful and productive.

Context. Written or spoken knowledge that can help to illuminate the meaning of a word or passage.

Contrast. A test directive that stresses dissimilarities, differences, or unlikeness of things, qualities, events, or problems.

Conviction. A strong persuasion or belief.

Cooperative learning. A teaching strategy in which teams of students work with and depend on each other to accomplish a common goal.

Coping strategy. Technique used for dealing with a difficult situation.

Corpus callosum. The bundle of fibers (axons) connecting the two sides of the brain; white matter.

Cortex. The highly wrinkled outer layer of the cerebrum and cerebellum (forebrain); gray matter.

Counterpart. Something that is similar or comparable to another, as in function or relation.

Creative. Marked by the ability or power to create: given to creating.

Credit. A trust or a promise to pay later for goods or services purchased today.

Credit history. Record of how a consumer has paid credit accounts in the past, which is used as a guide to determine whether the consumer is likely to pay accounts on time in the future.

Credit report. A record or file to a prospective lender or employer on the credit standing of a prospective borrower, which is used to help determine credit worthiness.

Criteria. A standard on which a judgment or decision is based.

Criteria filter. A standard, rule, or test on which a judgment or decision can be based.

Critical. Of, relating to, or being a turning point or especially important juncture.

Curtly. Rudely brief or abrupt, as in speech or manner.

Debrief. One who encourages team members and leads discussion after presentation and team reflection.

Debt. A liability or obligation in the form of bonds, loan notes, or mortgages owed to another person required to be paid by a specified date.

Decision making. The process of considering and analyzing information in order to make a decision.

Decision point. The point where a decision to act is made.

Deductible. The amount of a loss that an insurance policy holder has to pay out-of-pocket before reimbursement begins.

Deference. The respect and esteem due a superior or elder; also affected or ingratiating regard for another's wishes; the degree to which a person uses a communication style or pattern that is indirect and effectual for accurate expression of thought and feeling.

Defining in context. A process where a specific concept is defined and explored.

Delayed gratification. To postpone satisfaction until a later time.

Demographics. Dealing with the vital and social conditions of people.

Demonstration. A teaching method that requires hands-on class participation.

Dendrite. Any of the usually branching protoplasmic processes that conduct impulses toward the body of a nerve cell.

Describing. A process of seeing qualities, characteristics, traits and/or properties of things.

Descriptive. Describes how a word derives from the root of its culture.

Differentiate. To make a distinction or state a difference between things so we can tell them apart.

Dining-in. A formal military dinner for military members only.

- Dining-out.** A formal military dinner to which nonmilitary guests are invited.
- Direct service.** Involves face-to-face contact with those being served in either project or placement models of service learning.
- Discussion.** A teaching method where the instructor involves the entire class in a discussion of the subject by asking leading questions to get the students to think about and discuss the main points.
- Distance education.** Learning that takes place via electronic media linking instructors and students who are not together in a classroom.
- Distortion.** Twisted out of true meaning; reproduced improperly.
- Diversification.** To extend (business activities) into disparate fields.
- Dominant.** Exercising the most influence or control.
- Double-bubble map.** Comparing and contrasting a process of identifying similarities and differences of things; a tool used to compare and contrast.
- Dramatic statement.** A phrase or sentence meant to capture the attention of the audience.
- Dysfunctional roles.** Roles assumed by individuals within a group, that are destructive and block group communication.
- Earned interest.** A charge for a loan, usually a percentage of the amount earned.
- Effective speaking.** Expressing your needs feelings and reasons.
- Efficient.** Productive of desired effects; especially: productive without waste.
- Emotional intelligence.** A learned ability to identify, experience, understand, and express human emotions in healthy and productive ways.
- Empathetic.** Of, pertaining to, or characterized by empathy (an understanding so intimate that the feelings, thoughts, and motives of one are readily comprehended by another).
- Empathy.** The ability to accurately understand and constructively respond to the expressed feelings, thought, behaviors, and needs of others; the capacity to experience the feelings of another as one's own.
- Employee.** One employed by another, usually for wages or salary.
- Employment application.** A form used in making a request to be considered for a job position.
- Energizer.** Someone or something that increased the capability of acting or being active.
- Enlistment.** To engage a person for duty in the armed forces.
- Entice.** To attract or lure; to encourage someone to participate.
- Entrepreneur.** One who organizes, manages, and assumes the risks of a business enterprise.
- Enumerate.** A test directive that specifies a list or outline form of reply; in such questions, recount one by one the points required.
- Etiquette.** A code of behavior based on rules of a polite society.
- Exchange.** A store at a military installation that sells merchandise and services to military personnel and authorized civilians.
- Expenses.** Something spent to attain a goal or accomplish a purpose.
- Experiential learning.** Gaining practical knowledge, skills, or practice from direct observation of or participation in events or in a particular activity.
- Exploratory project.** A teacher-planned introductory project to service learning, intended to provide students with a meaningful experience, expose them to how it feels to serve, and to stimulate their thinking about possible service learning activities.
- Eye contact.** Looking someone directly in the eyes.
- Facilitator.** One who facilitates; one who leads a discussion.
- Federal income tax.** A government levy on the members of a nation to meet its expenses.
- Feedback.** The return or a response to information, as in the evaluation of a communication; the return of evaluative or corrective information to the sender (point of origin).
- Field education.** Performing service and training to enhance understanding within a field of study.
- Filter.** A person who alters information or a method of altering information as it is being passed from one person to another.
- Finance charge.** The cost of consumer credit expressed as a dollar amount including interest, transaction fees, and service fees.
- Financial aid.** A grant or subsidy to a school or individual for an educational or artistic project.
- Fixed expenses.** Expenses that do not vary.
- Flexible.** Ready to adapt to new, different, or changing requirements.
- Flow map.** A tool used to determine sequencing; a process of ordering or examining stages of an event.
- Focus.** A center of activity, attraction or attention; a point of concentration; directed attention.
- Fragment.** A word group that lacks a subject or a predicate.
- Frustration.** Feelings of insecurity, discouragement, or dissatisfaction.

Gaming. A teaching method that consists of activities where participants compete to try and achieve or exceed a certain standard in performing a skill relevant to the learning objectives of the lesson.

Gather. To bring together; to pick up or accumulate; to assemble.

Global. Involving the entire earth; comprehensive, total.

Goal. An aim or purpose; an end to which effort is directed.

Goal setting. Planning done to reach a desired goal.

Grace period. The period allowed avoiding any finance charges by paying off the balance in full before the due date.

Grants. Monetary awards based on financial need that do not need to be paid back to the grantor.

Grapevine. An informal, often secret means of transmitting information, gossip, or rumor (that is usually incomplete or does not make sense) from one person to another within an organization or institution.

Gross income. For an individual, all income except as specifically exempted by the internal revenue code.

Group performance. A controlled practical exercise where learners work together at a fixed rate.

Groupthink. The situation where a group does not consider all available alternatives due to the desire to reach consensus.

Harassment. The act of annoying continually.

Hate-related words. Derogatory words having to do with race, religion, ethnicity, ability, gender, or sexual orientation.

Hearing. To perceive by the ear; to listen attentively.

Hemisphere. Half of a symmetrical shape.

Hostility. An unfriendly state or action.

Hypothesis. An assumption or concession made for the sake of argument: an interpretation of a practical situation or condition taken as the ground for action.

Idleness. Passing time without working or while avoiding work.

Impromptu. Without planning or rehearsal.

Income. The amount of money or its equivalent received during a period of time in exchange for labor or services, from the sale of goods or property, or as profit from financial investments.

Independent exercises. A practical exercise format where learners work alone at their own pace.

Indirect service. Hands-on involvement in a service activity without any face-to-face contact with those served.

Inference. A test directive, when asked to infer, you are required to make a determination of a given problem based on the proposition, statement, or judgment considered as true within another problem.

Inflation. A persistent increase in the level of consumer prices or a persistent decline in the purchasing power of money, caused by an increase in available currency and credit beyond the proportion of available goods and services.

Information cards. Cards used to collect data for a report or paper.

Inquire. To ask about or search into; to put a question, seek for information by questioning.

Insurance. Compensation for specific potential future losses in exchange for a periodic payment.

Insurance premium. The periodic payment made on an insurance policy.

Integration. The act or process or an instance of forming, coordinating, or blending into a functioning or unified whole.

Intelligence. The capacity to acquire and apply knowledge; the faculty of thought and reason.

Interest. The cost of borrowing or lending money, usually a percentage of the amount borrowed or loaned.

Internship. An advanced student or graduate, usually in a professional field (such as medicine or teaching) gaining supervised, practical experience (such as a hospital or classroom).

Interpersonal intelligence. The gift of working with people and understanding the complexities of human relationships.

Interpret. A test directive; you are expected to translate, solve, or comment on the subject and usually to give your judgment or reaction to the problem.

Interview. A formal face-to-face meeting, especially one conducted for the assessment of an applicant.

Intrapersonal. Occurring within the individual mind or self.

Intrapersonal intelligence. The gift of inner thought, self-awareness, and self-reflection.

Introduction. The beginning of a paper, speech, or lesson plan.

Introspection. Examination of one's own thoughts and feelings.

Intuition. Instinctive knowledge or perception without conscious reasoning or reference to a rational process; keen insight.

Inventory. An itemized list of current assets: a catalog of the property of an individual or estate; a list of goods on hand; a survey of natural resources; a list of traits, preferences, attitudes, interests, or abilities used to evaluate personal character.

Invest. To commit (money or capital) in order to gain a financial return:

Jargon. Technical terminology or language created for a particular profession, such as computer science, that may seem strange or outlandish to outsiders who do not understand it.

Job. A position of work or employment that is performed regularly in exchange for payment; a task or undertaking; a specific activity or piece of work.

Job posting. A published notice of a job vacancy.

Justify. In a test directive where you are instructed to justify your answer, you must prove or show your grounds for decisions; present evidence in convincing form.

Kinesthetic. A sensory experience derived from a sense that perceives bodily movement.

Learning objectives. What an instructor determines the student should be able to gain at the end of an instruction.

Learning outcomes. What an instructor determines should be the objective of specific teaching.

Learning style. A particular way in which the mind receives and processes information

Lecture. A teaching method designed to provide instruction on a task or topic.

Lesson plans. An organized, well-written presentation of what an instructor wants to teach and the student should learn.

Limbic system. A group of subcortical structures (as the hypothalamus, the hippocampus, and the amygdala) of the brain that are concerned especially with emotion and motivation.

Listening. Making an effort to hear something; paying attention.

Loan term. The agreed on length of a loan.

Local. Not extensive; confined; nearby.

Logical. Correct or reliable inference.

Logical/Mathematical intelligence. The gift of reasoning and thinking in symbols and abstractions.

Long-term goal. A life goal; a goal that requires lots of time and planning to accomplish.

Martial. Of or relating to an army or military life.

Measurable. Able to be tracked or measured.

Mediation. Working with opposing sides to resolve a dispute or bring about a settlement; the process in which conflicts are resolved with the help of a neutral third party.

Medicare tax. A program under the U.S. social security administration that reimburses hospitals and physicians for medical care provided to qualified people over 65 years old.

Mentor. A trusted counselor or guide.

Mid-term goal. An intermediate goal; sometimes a step to a long-term goal.

Miscommunication. Failure to communicate clearly.

Mixed messages. Communication transmitted by words, signals, or other means from one person, station, or group to another with unclear meaning to the receiver.

Mobility. Moving from one position to another.

Mode. Method, route, or way.

Modify. To make basic or fundamental changes to give a new orientation to or to serve a new end.

Modulation. To change or vary the pitch, intensity, or tone.

Monopolize. To take exclusive ownership or control.

Mood. A conscious state of mind or predominant emotion.

Motivation. Something that causes a person to act.

Multi-flow map. A tool used for seeing cause and effect; a process of identifying the interrelationship of what results from an action.

Musical/Rhythmical intelligence. The gift of melody, music, rhyme, rhythm, and sound.

Mutual fund. An investment company that continually offers new shares and stands ready to redeem existing shares from the owners.

Natural. Based on an inherent sense of right and wrong; occurring in conformity with the ordinary course of nature, not marvelous or supernatural; formulated by human reason alone rather than revelation; having a normal or usual character

Naturalist intelligence. Environmental awareness.

Needs. A condition requiring supply or relief; to be in need or want.

Negotiation. Discussion or conference that is aimed at bringing about a settlement.

Net income. Income after all expenses and taxes have been deducted.

Networking. Meeting people and making contacts; the exchange of information or services among individuals, groups, or institutions.

Neural plasticity. Concerns the property of neural circuitry to potentially acquire (given appropriate training) nearly any function.

Neurons. A grayish or reddish granular cell with specialized processes that is the fundamental functional unit of nervous tissue in the brain.

Neurotransmitter. A chemical molecule (as norepinephrine or acetylcholine) that transmits nerve impulses across a synapse, within and between brain cells.

Noise. That which interferes with the successful completion of communication; a disturbance, especially a random and persistent disturbance that obscures or reduces the clarity of communication.

Nonverbal. Being other than verbal; not involving words: nonverbal communication.

Objectivity. Expressing or dealing with facts or conditions as perceived without distortion by personal feelings, prejudices, or interpretations.

Observation. An act or instance of examining a custom, rule, or law; an act of recognizing and noting a fact or occurrence often involving measurement with instruments; a record or description so obtained.

Occupation. The principal business of one's life.

Operational. Tells how the object relates to how it works or operates.

Opportunity cost. Choosing one option may mean giving up altogether on another.

Orientation. The act or process of orienting or of being oriented, for example, being oriented on the first day of college.

P.Y.F. Pay Yourself First is the secret to getting what you want and becoming a disciplined saver.

Palate. The sense of taste.

Paraphrase. A restatement of a text, passage, or work giving the meaning in another form.

Part-whole relationships. A process of identifying the relationship between a whole physical object and its parts.

Passive. Acted on by an external agency; receptive to outside impressions or influences.

Passive voice. A term that indicates that the writer has emphasized the receiver of the action.

Payroll deductions. The sum of money to be taken out of an employee's paycheck to meet agreed-on obligations.

Perception. Awareness of one's environment through physical sensation. Ability to understand.

Persistence. The action or fact of persisting, to go on resolutely or stubbornly in spite of opposition, importunity, or warning; to remain unchanged or fixed in a specified character, condition, or position; the quality or state of being persistent

Persuasive. Have the power to persuade.

Place cards. A name card for a formal dinner.

Placement. Service learning activities carried out beyond the classroom in a preexisting, structured situation.

Plagiarism. The act of copying the ideas or words of another and claiming them as one's own.

Portfolio. A document that contains a student's achievement over time and provides an in-depth picture of the student's skills and competencies.

Practical exercises. A maneuver, operation, or drill carried out for training a discipline.

Preconceived. To form (as an opinion) prior to actual knowledge or experience.

Predicate. Tells what the subject does.

Predict. To declare or indicate in advance; especially foretell on the basis of observation, experience, or scientific reason.

Prediction. Something that is foretold on the basis of observation, experience, or scientific reason.

Preference. The act of preferring, the state of being preferred; the power or opportunity of choosing.

Prejudice. A judgment or opinion formed without knowing the facts; hatred or fear of other races, nations, creeds, and so on.

Prerequisite. A requirement or condition you must meet or achieve before being able to move on to your goal; required before moving to the next step, level, class, and so on.

Prevention. To stop or prevent an event or act from occurring.

Problem-based learning. An instructional strategy that promotes active learning where problems form the focus and learning stimulus and problem-solving skills are utilized.

Process. A natural phenomenon marked by gradual changes that lead to a particular result; a series of actions or operations conducted to an end.

Procrastination. The act of putting off something that needs to be done.

Profession. A principal calling, vocation, or employment.

Project. A task or problem engaged in usually by a group of students to supplement and apply classroom studies. Service learning projects are initiated and planned by cadets with instructor guidance.

Promotion. The act or fact of being raised in position or rank.

Properties. A quality or trait belonging and especially peculiar to an individual or thing.

Protocol. A code of precedence in rank and status and of correct procedure in ceremonies; a form of etiquette observed in ceremonies; a combination of good manners and common sense that allows for effective communication.

Prove. A test directive with questions that require proof or ones that demand confirmation or verification; establish something with certainty by evaluating and citing evidence or by logical reasoning.

Purpose. Something set up as an object or end to be attained.

Quality. Peculiar and essential character; an inherent feature; degree of excellence; superiority in kind.

Qualitative. Measured by quality or content.

Quantity. An indefinite amount or number; a determinate or estimated amount; total amount or number; a considerable amount or number, often used in plural; the aspect in which a thing is measurable in terms of greater, less, or equal or of increasing or decreasing magnitude.

Quantitative. Of, relating to, or expressible in terms of quantity; of, relating to, or involving the measurement of quantity or amount; based on quantity.

Racism. The practice of racial discrimination, persecution, or segregation based on race.

Rapport. A relationship, especially one of mutual trust.

Rate of return. Same as return.

Receiver. One or more individuals for whom a message is intended.

Receiving line. A group of people, including the host and honored guests, who stand in line and individually welcome guests attending a function, as at a formal reception.

Recorder. One who takes notes for the team and organizes information.

Recruiter. A member of the armed services who enlists new members into the armed forces.

Reflection. A thought, idea, or opinion formed or a remark made as a result of meditation; consideration for some subject matter, idea, or purpose.

Reflex. Denoting or of an involuntary action in which the motor nerves act in response to a stimulus from an impression made on the sensory nerves.

Registration. The act of registering.

Reinforce. To strengthen by additional assistance, material, or support.

Relating factor. The similar phrase that fits both sides of an analogy.

Relationships. A particular type of connection existing between people related to or having dealings with each other.

Repast. A supply of food and drink served as a meal.

Reporter. One who represents the team voice and reports team findings.

Reserves. A military force withheld from action for later decisive use; forces not in the field but available; the military forces of a country not part of the regular service.

Restraint. The self-control to save your money for a future goal instead of spending it now.

Resolution. The process or capability of making distinguishable the individual parts of an object, closely adjacent optical images, or sources of light such as the sharpness or clarity of a picture.

Résumé. A short account of one's career and qualifications prepared typically by an applicant for an employment position.

Risk management. The process of analyzing exposure to risk and determining how to best handle such exposure.

Role-playing. A practical exercise format where learners are given different roles to play in a situation, and apply the concepts being taught while acting out realistic behavior.

Routinization. A process or decision that you have routinely used in the past that helps you in current situations because you have established a decision-making pattern.

Rule of 72. The mathematical rule used in approximating the number of years it will take a given investment to double in value.

Savings. A reduction in expenditure or cost.

Scapegoating. The action of blaming an individual or group for something when, in reality, there is no one person or group responsible for the problem. It targets another person or group as responsible for problems in society because of that person's group identity.

Schema. A pattern imposed on complex reality or experience to assist in explaining it, mediate perception, or guide response.

Scholarships. Grants-in-aid to a student, as by a college or university.

Sensory. Of, or relating to an awareness or a mental process due to a stimulation of a sense organ.

Sensory flooding. Sensory overload, this happens when too much data are getting through to the brain.

Sensory gating. Also called the neuron spike point; regulates the transmission of stimuli to the brain.

Sequencing. A process of ordering or examining stages of an event.

Service learning. An environment where one can learn and develop by actively participating in organized service experiences within one's community.

Setting. The context and environment in which a situation is set; the background; the time, place, and circumstances in which a narrative, drama, or film takes place.

Short-term goal. A goal that can be accomplished in a short period of time; often without much planning or effort.

SMART goals. Specific, measurable, attainable, realistic, and time-bound goals.

Social roles. Roles that individuals assume during the group communication process that help maintain the group.

Social security tax. Federal tax levied equally on employers and employees and used to pay for social security programs.

Sociological. Pertaining to the science of society, social institutions, and social relationships.

Solutions. An action or process of solving a problem.

Sorbet. A fruit flavored ice served for dessert or in between courses as a palate refresher.

Source cards. A card that is used to record the title, author, publisher, copyright date, and place of publication (city and state) of resources being used during research for a project (paper, speech, and so on).

Specialize. To become adapted to a specific function.

Stag. Unaccompanied by someone of the opposite sex; traditionally, a man who attends a social affair without escort of a woman.

State income tax. State tax levied equally on employers and employees, used to pay for state programs.

Statement. The act of stating, declaring, or narrating.

Stereotype. A formulized conception, notion, or attitude.

Stilted. Stiffly or artificially dignified or formal; pompous; lofty.

Stocks. The capital or funds that a corporation raises through the sale of shares entitling the stockholder to dividends and to other rights of ownership, such as voting rights.

Strategy. The art of carefully devising or employing a plan of action or method designed to achieve a goal; the art or science of planning and directing large-scale military operations and campaigns.

Subject. Tells what or whom the sentence is about.

Subjective. Of, relating to, or constituting a subject; relating to or characteristic of one that is a subject, especially in lack of freedom of action or in submissiveness.

Success. The gaining of fame or prosperity.

Synapse. The space between nerve cells; the point at which a nervous impulse passes from one neuron to another.

Synchronize. To happen at the same time; coincide.

Synonym. One of two or more words or expressions of the same language that have the same or nearly the same meaning in some or all senses.

Synthesis. The combining of separate parts to form a coherent whole, as for a concentrated study of it.

Tactile. Of or relating to, or perceptible through the sense of touch.

Task roles. Roles assumed during the group communication process, which help the group, accomplish a specific task.

Taxes. To place a tax on income, property, or goods.

Team practical exercises. A practical exercise format where learners work together as a team to perform the desired tasks.

Team-building exercise. Strategies that can be employed to help foster team dynamics; examples include team color, name, and logo.

Telecommute. To work at home by the use of an electronic linkup with a central office.

Territorial. Of or relating to the geographic area under a given jurisdiction.

Thesis statement. The main point of a paper that you try to support through research.

Thinking process. The organized way in which thinking occurs.

Thought speed. The amount of time it takes for people to hear a thought and process it; typically considerably faster than speaking time.

Time management. The process of effectively using time to gain control of events, conditions, and actions.

Time value of money. The concept that holds that a specific sum of money is more valuable the sooner it is received.

Time wasters. Activities that do not promote the effective use of time.

Timekeeper. One who keeps track of time and plans the schedule.

Tines. Slender pointed parts of a fork; prongs.

Tone. A sound of distinct pitch, loudness, vibration, quality, or duration; the particular or relative pitch of a word or phrase.

Training. To form by (or undergo) instruction, discipline, or drill; to teach so as to make fit, qualified, or proficient.

Training aids. Materials such as computers, handouts, chalkboards, and so on that enhance and support teaching.

Transcript. Complete record of your grades while in school.

Tree map. A tool used for classifying and categorizing; a process of sorting things into categories or groups.

Trigger words. Words that evoke an emotional response that prevents effective listening.

Tuition. The price of or payment for instruction.

Understanding. Knowledge and ability to judge.

University. An institution of higher learning providing facilities for teaching and research and authorized to grant academic degrees; specifically, one made up of an undergraduate division that confers bachelor's degrees and a graduate division that comprises a graduate school and professional schools, each of which may also confer master's degrees and doctorates.

Values. A principle, standard, or quality considered worthwhile or desirable.

Variable expense. A cost that does not remain fixed.

Verbal. Of, relating to, or associated with words.

Verbal/Linguistic intelligence. Strong language and literacy skills.

Violence. Physical force used to do injury; any infringement of rights.

Violence prevention. Discouraging or hindering acts of physical force that cause injury or abuse.

Virtual worker. Employee who telecommutes and performs work tasks virtually, via the internet, phone, and fax.

Visual/Spatial intelligence. The gift of visually representing and appreciating concepts, ideas, and information (visual thinking).

Visualize. To see or form a mental image of.

Visualizing. The act of forming a mental image.

Vocal qualities. The characteristic of someone's speaking voice.

Vocational. Of, relating to, or being in training for a skill or trade to be pursued as a career.

Volume. The amplitude or loudness of a sound.

Wants. To desire greatly; wish for.