

Glossary of Terms for Level 1 and 2 Functional Skills English

Abbreviation

Where a word has been shortened e.g. ltd (limited), etc (etcetera), rd (road) or tsp (teaspoon).

Acronym

An abbreviation consisting of the first letter of each word in the name of something, often pronounced as a word e.g. OFSTED, PETER (Point, evidence, technique, effect, reader).

Alliteration

Repetition of a first letter or sound across two or more consecutive or close together words e.g. Peter Piper picked a peck of pickled peppers, busy as a bee.

Caption

A phrase explaining what an image is depicting e.g. a happy mother and child.

Cliché

An overused word or phrase e.g. sweet dreams.

Colloquial expression

The use of informal words or phrases in writing or speech e.g. spot on, whinge, one-off.

Command / Order

A sentence type using an imperative verb e.g. Eat your vegetables.

Direct Address

When the text speaks directly to the reader by using second-person narrative 'you' e.g. great prices to suit you.

Exclamation

An emphasised phrase/point with a use of an exclamation mark e.g. Stop that!

Exaggeration / Hyperbole

Something that is overemphasised for effect e.g. it must be about a million degrees in here.

Idiom

A common expression that has a different meaning from the individual words on their own e.g. over the moon, best of both worlds.

Metaphor

Comparing something with something else by saying it is something else e.g. it is raining cats and dogs.

Repetition

A word or phrase repeated for emphasis or effect e.g. low, low prices.

Rhetorical Question

A question posed by the writer that is not intended to be answered e.g. 'have you ever wondered how cheese is made?'

Rule Of Three

Three consecutive words or phrases used for effect e.g. I came, I saw, I conquered (Veni, Vidi, Vici)

Sibilance

A form of alliteration repeating the 's' sound e.g. seven slippery seals.

Simile

When something is compared with something else by using 'like a' or 'as a' e.g. big as a house, jumped like a frog.

Slogan

A memorable phrase or catchphrase, usually associated with a company or campaign e.g. Keep Britain Tidy.