

ГЛОССАРИЙ

N п/п	НОВЫЕ ПОНЯТИЯ	Содержание
1	2	3
1.	Bibliography	is a list of all the references the author used in writing the book or article.
2.	Sources of information	include books of collected articles, pamphlets and papers published by universities or the government, and notes from conferences.
3.	Note-taking	involves actively deciding what to note, how it should be noted, and how the notes are to be used.
4.	Note cards	contain important quotes, points, summaries of main ideas or statistics – on quote / topic to a note card.
5.	A summary	is a clear concise orderly retelling of the contents of a passage or a text and is originally about 1/3 or ¼ as long as the original.
6.	Formal definition	<i>Concept</i> is a {form of, species of, etc.} <i>class</i> which <i>special feature(s)</i> .
7.	Naming definition	<i>Class</i> {who, which} <i>special feature(s)</i> is {called, known as, etc.} <i>concept</i> .
8.	Words	are symbols representing ideas and experiences.
9.	Types of logical ordering	time order (oldest to newest); general to particular hierarchy; and scale; size and familiarity.

10.	A purely descriptive report	is an inventory of data that have not been systematically compiled or made accessible before.
11.	A predictive descriptive report	is a forecast of a future development on the basis of facts.
12.	An analytical descriptive report	includes the explanation of the development / situation.
13.	An evaluative report	presents somebody's opinion on a certain matter – a situation / organisation / procedure, etc.
14.	A policy making report	indicates what your client should do in a certain situation or what steps he should take to solve a problem.
15.	A tree	is a diagram that, by means of its branches, indicates the relationships between pieces of information.
16.	A joint	is every start of a new branch of a tree diagram.
17.	The 1st rule for using a tree diagram	Use only one principle of classification per joint.
18.	The 2nd rule for using a tree diagram	Each joint should have a complete set of branches that are mutually exclusive and do not overlap.
19.	The 3rd rule for using a tree diagram	The tree should be as symmetrical as possible.
20.	A. D.	Since the beginning of the Christian era.
21.	A posteriori	reasoning from effect to cause.

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22.	A priori	reasoning from cause to effect.
23.	Ad hoc	not arranged beforehand.
24.	B. C.	before the beginning of the Christian era.
25.	ed.	editor
26.	e.g.	for example
27.	et al.	and other (used when a work has several authors).
28.	ibid	in the same place (work previously referred to)
29.	i. e.	that is
30.	NB	this is important
31.	ref.	with reference to
32.	vol.	volume (of a journal, etc.).
33.	etc.	et cetera, and so on, and the rest.