
Professional Certificate in English and Communications for Business (United Kingdom)

English Language Skills

Abridged version refers to a shortened or condensed form of a text, such as a book or article, that still retains the essential information and meaning of the original. In the context of English Language Skills, abridged versions are often used to make complex texts more accessible to non-native speakers or to provide a concise summary of a longer work. Related terms include summary, condensed, and abbreviated. Abridged versions can be found in various forms of media, including books, articles, and online resources.

Accent refers to the unique way in which people from different regions or countries pronounce words and sounds in a language. In the context of English Language Skills, accent is an important aspect of communication, as it can affect how easily a speaker is understood by others. Related terms include dialect, pronunciation, and intonation. Accents can vary greatly, even within the same country, and can be influenced by factors such as geography, culture, and social background.

Active listening is the process of fully concentrating on and comprehending the message being conveyed by a speaker. In the context of English Language Skills, active listening is a crucial aspect of effective communication, as it helps to prevent misunderstandings and ensure that the speaker's intended message is understood. Related terms include listening, comprehension, and feedback. Active listening involves paying attention to the speaker's words, tone, and body language, and responding in a way that shows understanding and interest.

Active voice refers to a grammatical construction in which the subject of a sentence performs the action described by the verb. In the context of English Language Skills, active voice is often preferred over passive voice, as it can make writing and speaking more engaging and easier to follow. Related terms include verb, subject, and object. Active voice can be used to add emphasis and clarity to a sentence, and is commonly used in academic and business writing.

Adjective is a word that modifies or describes a noun or pronoun by providing more information about its qualities, properties, or characteristics. In the context of English Language Skills, adjectives are used to add detail and interest to writing and speaking, and can help to create vivid and engaging descriptions. Related terms include adverb, noun, and verb. Adjectives can be used to describe a wide range of things, including people, places, and objects.

Adverb is a word that modifies or describes a verb, adjective, or another adverb by providing more information about its manner, time, place, frequency, or degree. In the context of English Language Skills, adverbs are used to add detail and precision to writing and speaking, and can help to create nuanced and subtle expressions. Related terms include adjective, verb, and preposition. Adverbs can be used to describe a wide range of things, including actions, events, and circumstances.

Allusion is a reference to a person, place, event, or work of art that is outside the text itself, but which is used to create a richer and more complex meaning. In the context of English Language Skills, allusions are

often used in literary and poetic works to add depth and layers of meaning to the text. Related terms include reference, quote, and parable. Allusions can be used to create a sense of shared knowledge or cultural context between the writer and reader.

Analogy is a comparison between two things that are not alike, but which share a common characteristic or feature. In the context of English Language Skills, analogies are often used to explain complex ideas or concepts in a more simple and intuitive way. Related terms include metaphor, simile, and allegory. Analogies can be used to create a sense of understanding and connection between two seemingly disparate things.

Apostrophe is a punctuation mark used to indicate possession or to form a contraction. In the context of English Language Skills, apostrophes are often used to add clarity and precision to writing, and can help to avoid confusion and ambiguity. Related terms include punctuation, contraction, and possessive. Apostrophes can be used to create a sense of ownership or relationship between two things.

Assessment refers to the process of evaluating or judging the quality or performance of something, such as a student, teacher, or program. In the context of English Language Skills, assessment is a crucial aspect of learning and teaching, as it helps to identify areas of strength and weakness, and to inform instruction and curriculum development. Related terms include evaluation, testing, and feedback. Assessment can take many forms, including quizzes, exams, and projects.

Auxiliary verb is a verb that is used to help form the tense, mood, or voice of another verb. In the context of English Language Skills, auxiliary verbs are often used to add complexity and nuance to writing and speaking, and can help to create a sense of tension or uncertainty. Related terms include verb, tense, and mood. Auxiliary verbs can be used to create a sense of possibility or necessity, and are commonly used in conditional and subjunctive constructions.

Bias refers to a prejudice or distortion that affects the way in which information is presented or interpreted. In the context of English Language Skills, bias can be a major obstacle to effective communication, as it can lead to misunderstandings and misinterpretations. Related terms include prejudice, stereotype, and discrimination. Bias can be used to create a sense of perspective or point of view, but can also be used to manipulate or deceive.

Case study is a detailed analysis or examination of a person, group, or situation, often used to illustrate a particular point or principle. In the context of English Language Skills, case studies are often used to teach critical thinking and problem-solving skills, and can help to create a sense of engagement and involvement in the learning process. Related terms include analysis, examination, and investigation. Case studies can be used to create a sense of reality or authenticity, and are commonly used in business and academic settings.

Citation is a reference or credit given to the original author or source of an idea, quote, or work. In the context of English Language Skills, citations are often used to avoid plagiarism and to give credit where credit is due, and can help to create a sense of integrity and honesty in academic and professional writing. Related terms include reference, quote, and bibliography. Citations can be used to create a sense of authority or expertise, and are commonly used in academic and research writing.

Clause is a group of words that contains a subject and a predicate, and which expresses a complete thought or idea. In the context of English Language Skills, clauses are often used to create complex and nuanced sentences, and can help to add depth and interest to writing and speaking. Related terms include phrase, sentence, and paragraph. Clauses can be used to create a sense of relationship or connection between two or more ideas, and are commonly used in academic and professional writing.

Cliché is an overused or commonplace expression that has lost its original meaning or impact. In the context of English Language Skills, clichés are often used to create a sense of familiarity or comfort, but can also be seen as lazy or unoriginal. Related terms include idiom, phrase, and expression. Clichés can be used to create a sense of shared knowledge or cultural context, but can also be used to avoid original thought or creativity.

Colloquialism is a word or phrase that is used in informal conversation, but which may not be suitable for formal writing or speaking. In the context of English Language Skills, colloquialisms are often used to create a sense of relaxation or informality, but can also be seen as unprofessional or inappropriate. Related terms include slang, dialect, and informal language. Colloquialisms can be used to create a sense of connection or community, but can also be used to exclude or alienate others.

Comma is a punctuation mark used to separate items in a list, to set off nonessential clauses, and to indicate pauses in speech. In the context of English Language Skills, commas are often used to add clarity and precision to writing, and can help to avoid confusion and ambiguity. Related terms include punctuation, semicolon, and colon. Commas can be used to create a sense of separation or division, and are commonly used in academic and professional writing.

Communication is the process of exchanging information, ideas, or messages between individuals or groups. In the context of English Language Skills, communication is a crucial aspect of personal and professional relationships, and can help to create a sense of connection and understanding between people. Related terms include language, speech, and writing. Communication can take many forms, including verbal, nonverbal, and visual communication.

Comparative is a form of a word that is used to compare two things, often using the suffix -er or more. In the context of English Language Skills, comparatives are often used to create a sense of relationship or contrast between two or more things, and can help to add depth and interest to writing and speaking. Related terms include superlative, adjective, and adverb. Comparatives can be used to create a sense of degree or extent, and are commonly used in academic and professional writing.

Compound sentence is a sentence that contains two or more independent clauses, often joined by a conjunction or semicolon. In the context of English Language Skills, compound sentences are often used to create complex and nuanced expressions, and can help to add depth and interest to writing and speaking. Related terms include simple sentence, complex sentence, and compound-complex sentence. Compound sentences can be used to create a sense of relationship or connection between two or more ideas, and are commonly used in academic and professional writing.

Conjunction is a word that is used to connect words, phrases, or clauses, often indicating a relationship or

connection between them. In the context of English Language Skills, conjunctions are often used to create complex and nuanced expressions, and can help to add depth and interest to writing and speaking. Related terms include preposition, interjection, and article. Conjunctions can be used to create a sense of cohesion or unity, and are commonly used in academic and professional writing.

Connotation is the emotional or associative meaning of a word, often going beyond its literal or denotative meaning. In the context of English Language Skills, connotations are often used to create a sense of tone or attitude, and can help to add depth and nuance to writing and speaking. Related terms include denotation, connotation, and semantics. Connotations can be used to create a sense of connection or resonance with the reader or listener, and are commonly used in literary and poetic works.

Context refers to the situation, circumstances, or environment in which a text is written or spoken. In the context of English Language Skills, context is a crucial aspect of communication, as it can affect the meaning and interpretation of a message. Related terms include situation, circumstances, and environment. Context can be used to create a sense of relevance or relevancy, and are commonly used in academic and professional writing.

Contrast is a rhetorical device that involves comparing two or more things in order to highlight their differences or contrasts. In the context of English Language Skills, contrasts are often used to create a sense of tension or interest, and can help to add depth and nuance to writing and speaking. Related terms include comparison, similarity, and analogy. Contrasts can be used to create a sense of clarity or emphasis, and are commonly used in academic and professional writing.

Conversation is a dialogue or exchange of ideas between two or more people, often involving a give-and-take of information and opinions. In the context of English Language Skills, conversation is a crucial aspect of communication, as it can help to create a sense of connection and understanding between people. Related terms include dialogue, discourse, and discussion. Conversation can take many forms, including face-to-face, phone, and online communication.

Critical thinking is the process of analyzing and evaluating information, ideas, or arguments in a logical and systematic way. In the context of English Language Skills, critical thinking is a crucial aspect of academic and professional success, as it can help to create a sense of clarity and precision in writing and speaking. Related terms include analysis, evaluation, and synthesis. Critical thinking can be used to create a sense of objectivity or detachment, and are commonly used in academic and professional writing.

Deduction is the process of drawing a conclusion or making an inference based on a set of premises or evidence. In the context of English Language Skills, deduction is a crucial aspect of critical thinking, as it can help to create a sense of logic and reasoning in writing and speaking. Related terms include induction, abduction, and inference. Deduction can be used to create a sense of certainty or confidence, and are commonly used in academic and professional writing.

Denotation is the literal or dictionary meaning of a word, often distinguished from its connotative or associative meaning. In the context of English Language Skills, denotations are often used to create a sense of clarity or precision in writing and speaking, and can help to avoid confusion and ambiguity. Related terms

include connotation, semantics, and meaning. Denotations can be used to create a sense of objectivity or neutrality, and are commonly used in academic and professional writing.

Description is a detailed and vivid portrayal of a person, place, object, or event, often using sensory language and imagery. In the context of English Language Skills, descriptions are often used to create a sense of atmosphere or mood, and can help to engage the reader or listener and create a sense of connection or immersion. Related terms include narration, exposition, and imagery. Descriptions can be used to create a sense of reality or authenticity, and are commonly used in literary and creative writing.

Dialogue is a conversation or exchange of ideas between two or more people, often used in narrative or dramatic works to create a sense of realism or authenticity. In the context of English Language Skills, dialogue is a crucial aspect of communication, as it can help to create a sense of connection and understanding between people. Related terms include conversation, discourse, and discussion. Dialogue can take many forms, including face-to-face, phone, and online communication.

Diction refers to the choice of words and phrases used in writing or speaking, often reflecting the tone, style, and audience of the communication. In the context of English Language Skills, diction is a crucial aspect of effective communication, as it can help to create a sense of clarity and precision in writing and speaking. Related terms include style, tone, and audience. Diction can be used to create a sense of formality or informality, and are commonly used in academic and professional writing.

Discourse is a unit of language that is larger than a sentence or paragraph, often referring to a text, conversation, or discussion. In the context of English Language Skills, discourse is a crucial aspect of communication, as it can help to create a sense of cohesion and unity in writing and speaking. Related terms include text, conversation, and discussion. Discourse can be used to create a sense of context or background, and are commonly used in academic and professional writing.

Editing is the process of reviewing and revising a text or document to improve its clarity, coherence, and overall quality. In the context of English Language Skills, editing is a crucial aspect of effective communication, as it can help to create a sense of polish and professionalism in writing. Related terms include revision, proofreading, and formatting. Editing can be used to create a sense of accuracy or precision, and are commonly used in academic and professional writing.

Ellipsis is a punctuation mark used to indicate the omission of words or phrases, often used to create a sense of pause or hesitation in speech or writing. In the context of English Language Skills, ellipses are often used to create a sense of drama or tension, and can help to add depth and nuance to writing and speaking. Related terms include punctuation, pause, and hesitation. Ellipses can be used to create a sense of intrigue or curiosity, and are commonly used in literary and creative writing.

Emphasis is the use of language or other elements to draw attention to a particular point or idea, often used to create a sense of importance or urgency. In the context of English Language Skills, emphasis is a crucial aspect of effective communication, as it can help to create a sense of clarity and precision in writing and speaking. Related terms include stress, accent, and intonation. Emphasis can be used to create a sense of emphasis or importance, and are commonly used in academic and professional writing.

Euphemism is a mild or indirect word or phrase used to avoid offense or unpleasantness, often used to create a sense of politeness or tact. In the context of English Language Skills, euphemisms are often used to create a sense of diplomacy or delicacy, and can help to avoid conflict or controversy. Related terms include idiom, phrase, and expression. Euphemisms can be used to create a sense of restraint or reserve, and are commonly used in formal and professional settings.

Exclamation is a punctuation mark used to indicate strong emotions or emphasis, often used to create a sense of excitement or urgency. In the context of English Language Skills, exclamation marks are often used to create a sense of drama or tension, and can help to add depth and nuance to writing and speaking. Related terms include punctuation, emphasis, and intonation. Exclamation marks can be used to create a sense of importance or significance, and are commonly used in informal and creative writing.

Figurative language is a type of language that uses figures of speech, such as metaphor, simile, and personification, to create a particular effect or mood. In the context of English Language Skills, figurative language is often used to create a sense of imagination or creativity, and can help to add depth and nuance to writing and speaking. Related terms include literary device, poetic device, and rhetorical device. Figurative language can be used to create a sense of connection or resonance with the reader or listener, and are commonly used in literary and creative writing.

Flashback is a literary device that involves interrupting the present action of a story to recall or describe a past event or situation. In the context of English Language Skills, flashbacks are often used to create a sense of context or background, and can help to add depth and nuance to narrative and descriptive writing. Related terms include foreshadowing, backstory, and background. Flashbacks can be used to create a sense of suspense or tension, and are commonly used in literary and creative writing.

Foreshadowing is a literary device that involves hinting or suggesting events or outcomes that will occur later in a story or narrative. In the context of English Language Skills, foreshadowing is often used to create a sense of suspense or tension, and can help to add depth and nuance to narrative and descriptive writing. Related terms include flashback, backstory, and plot twist. Foreshadowing can be used to create a sense of anticipation or expectation, and are commonly used in literary and creative writing.

Genre refers to a category or type of writing or literature, such as fiction, nonfiction, poetry, or drama. In the context of English Language Skills, genre is a crucial aspect of communication, as it can help to create a sense of context and expectation in the reader or listener. Related terms include category, type, and style. Genre can be used to create a sense of identity or belonging, and are commonly used in academic and professional writing.

Hyperbole is a literary device that involves using exaggeration or overstatement to create a particular effect or emphasis. In the context of English Language Skills, hyperbole is often used to create a sense of drama or tension, and can help to add depth and nuance to writing and speaking. Related terms include metaphor, simile, and personification. Hyperbole can be used to create a sense of emphasis or importance, and are commonly used in literary and creative writing.

Idiom is a phrase or expression that has a meaning that is different from the literal meaning of the

individual words, often used to create a sense of informality or colloquialism. In the context of English Language Skills, idioms are often used to create a sense of connection or community, and can help to add depth and nuance to writing and speaking. Related terms include phrase, expression, and colloquialism. Idioms can be used to create a sense of shared knowledge or cultural context, and are commonly used in informal and creative writing.

Imagery is the use of language to create vivid and sensory descriptions of people, places, objects, or events, often used to create a sense of atmosphere or mood. In the context of English Language Skills, imagery is a crucial aspect of creative and descriptive writing, as it can help to engage the reader or listener and create a sense of connection or immersion. Related terms include description, sensory language, and figurative language. Imagery can be used to create a sense of reality or authenticity, and are commonly used in literary and creative writing.

Inference is the process of drawing a conclusion or making an educated guess based on evidence or clues. In the context of English Language Skills, inference is a crucial aspect of critical thinking, as it can help to create a sense of logic and reasoning in writing and speaking. Related terms include deduction, induction, and abduction. Inference can be used to create a sense of certainty or confidence, and are commonly used in academic and professional writing.

Insinuation is a hint or suggestion that is made indirectly or implicitly, often used to create a sense of intrigue or curiosity. In the context of English Language Skills, insinuations are often used to create a sense of tension or suspense, and can help to add depth and nuance to writing and speaking. Related terms include hint, suggestion, and implication. Insinuations can be used to create a sense of anticipation or expectation, and are commonly used in literary and creative writing.

Interjection is a word or phrase that is used to express emotion or feeling, often used to create a sense of emphasis or urgency. In the context of English Language Skills, interjections are often used to create a sense of drama or tension, and can help to add depth and nuance to writing and speaking. Related terms include exclamation, emphasis, and intonation. Interjections can be used to create a sense of importance or significance, and are commonly used in informal and creative writing.

Irony is a literary device that involves using words or language to convey a meaning that is opposite of their literal meaning, often used to create a sense of humor or satire. In the context of English Language Skills, irony is often used to create a sense of complexity or nuance, and can help to add depth and interest to writing and speaking. Related terms include sarcasm, understatement, and overstatement. Irony can be used to create a sense of distance or detachment, and are commonly used in literary and creative writing.

Jargon is a type of language that is used by a particular group or profession, often characterized by technical or specialized terms. In the context of English Language Skills, jargon is often used to create a sense of identity or belonging, and can help to add depth and nuance to writing and speaking. Related terms include terminology, technical language, and specialized language. Jargon can be used to create a sense of exclusivity or inclusivity, and are commonly used in academic and professional writing.

Language is a system of words, symbols, and rules used to communicate ideas, thoughts, and feelings. In

the context of English Language Skills, language is a crucial aspect of communication, as it can help to create a sense of connection and understanding between people. Related terms include dialect, idiom, and vernacular. Language can be used to create a sense of identity or belonging, and are commonly used in academic and professional writing.

Lexicon refers to the collection of words and phrases that are used in a