

Vocabulary

Study the vocabulary words and definitions below.

attributions ideas, beliefs, attitudes of someone other than the writer usually *paraphrased* by the writer

cover letter a letter that accompanies a *résumé* which introduces a job applicant and his or her particular job interest

criteria rules or tests used to make a judgment; standards used to evaluate something

direct quotation the use of the exact words someone has written or spoken

in-text citation a way of showing any material in your report which you have borrowed from a source; the citation allows readers to locate the fuller description of the source on the *Works Cited* page

objective a style of essay writing that is impersonal and general, usually does not use the word “I”; or a professional goal listed at the beginning of a *résumé*

résumé a brief, orderly description of your education, skills, and work experience