**2.01 Vocabulary (Key Terms)**

1. Certifications - an official document that gives proof and details of something such as personal status, educational achievements, ownership, or authenticity
2. TEACH format –
   1. **T**hink: What will this chapter be about? What do I need to learn from this chapter?
   2. **E**xplain: Decide what you already know about the chapter.
   3. **A**sk: Who? What? Where? When? Why?
   4. **C**lues: Title, Key words, Headings, Illustrations
   5. **H**andwrite chapter highlights: Definitions, formulas and main concepts
3. Clear - easy to understand
4. Concise - using as few words as possible to give the necessary information, or compressed in order to be brief
5. Convincing - able to persuade somebody to believe that something is true or to act
6. Proofread - to read the text and mark corrections to be made
7. Active listening - the practice of paying close attention to a speaker and asking questions to ensure full comprehension
8. Analogy - a comparison between two things that are similar in some way, often used to help explain something or make it easier to understand
9. Career cluster - provide students with a context for studying traditional academics and learning the skills specific to a career, and provide U.S. schools with a structure for organizing or restructuring curriculum offerings and focusing class make-up by a common theme such as interest.
10. Dual enrollment - involves students being enrolled in two separate, academically related institutions. Generally, it refers to high school students taking college courses.
11. AP courses – advanced placement, college courses taken in high school
12. IB courses – International baccalaureate, offering internationally recognized courses
13. Cooperative education - a school program that allows students to receive academic credit for career work in the student's field of interest done outside the school
14. Internship - a type of work experience for entry-level job-seekers
15. Apprenticeship - One bound by legal agreement to work for another for a specific amount of time in return for instruction in a trade, art, or business
16. Extra-curricular activities - fall outside the realm of the normal curriculum of school or university education, performed by students. Such activities are generally voluntary, mandatory, non-paying, social, philanthropic as opposed to scholastic, and often involve others of the same age.
17. Transcript - an official document showing the educational work of a student in a school or college
18. Interpersonal skills - concerning or involving relationships between people