A guide to creating a glossary

What is a glossary?

A glossary is a sort of miniature dictionary attached to a piece of work/article/chapter in a book. The glossary provides definitions of unfamiliar terms used in texts. Basically it is list of key terms that have a definition next to them. A key term is an important word that needs its meaning explaining.

Creating a glossary

1 Know the terms you have to include.

This technique needs you to know the terms you have to include.

You might need to pick them out of your work by yourself. If you are asked to do this you need to think about the key terms in the work which need explaining or expanding.

Your teacher might provide you with a list to research and write a definition.

2 Find the meaning of the term.

Once you have the key terms you need to research their meaning and then write them up in your own words.

CAUTION: Make sure the meaning of the key term is in the context of the thing you are studying. Words that have the same spelling and pronunciation, but different meanings are called homonyms.

For example:

- **net**: What was your net gain for the year?/Crabbing is easier if you bring a net along.
- **point**: The pencil has a sharp point./It is not polite to point at people.
- **right**: You were right./Make a right turn at the light.
- **rose**: My favourite flower is a rose./He quickly rose from his seat.
- **type**: He can type over 100 words per minute./That dress is really not her type

Homonyms

3 Make your glossary.

You need to think about clearly presenting the definitions next to the key term.

As an extra challenge you could draw a little diagram to help your brain remember the key term.

Key Term Glossary.

Key term	Definition	Think-Draw Illustration