

# G

**g** *abbreviation* gram

**ga** *abbreviation* in Internet addresses, the top-level domain for Gabon

**gain** /geɪn/ *noun* an improvement or increase ■ *verb* □ **to gain access to** to get into something such as a record or file

**gap** /gæp/ *noun* a space between two things, ideas or periods of time

**garbage** /'gɑ:bidʒ/ *noun* data or information that is no longer required because it is out of date or incorrect

**garbage in garbage out** /,gɑ:bidʒ ɪn ,gɑ:bidʒ 'aʊt/ *phrase* an expression meaning that the accuracy and quality of information that is outputted depends on the quality of the input. Abbr **GIGO**

COMMENT: GIGO is sometimes taken to mean 'garbage in gospel out', meaning that whatever wrong information is put into a computer people will always believe the output is true.

**garner** /'gɑ:nə/ *verb* to collect or accumulate something such as information or facts

**gatefold** /'geɪtfəʊld/ *noun* a page in a publication that is larger than the other pages and is folded to fit

**gatekeeper** /'geɪt,ki:pə/ *noun* an online computer host which allows users to access a database

**gateway** /'geɪtweɪ/ *noun* a software translation device which allows users working in one network to access another

'In addition, the company is offering the IP Drum Mobile Skype Cables, which connect a Nokia or Sony Ericsson mobile phone to a computer, creating a gateway from Skype to the mobile network. Incoming Skype calls are then forwarded through the

mobile phone connected to the computer to the mobile phone the user is carrying.' [*Internet Business News*]

**gateway page** /'geɪtweɪ peɪdʒ/ *noun* the initial webpage that a visitor to a website sees and that contains key words and phrases that enable a search engine to find it

**gather** /'gæðə/ *verb* to compile something such as information or ideas from various sources

**gazette** /gə'zet/ *noun* a record of public events, journal or other official information document published periodically

**gazetteer** /,gæzə'tɪə/ *noun* an index of geographical place names

**gd** *abbreviation* in Internet addresses, the top-level domain for Grenada

**ge** *abbreviation* in Internet addresses, the top-level domain for Georgia

**gender-free language** /,dʒendəfri: 'læŋgwɪdʒ/ *noun* language that is deliberately used to avoid reference to either men or women, as when the leader of a committee is described as a chairperson instead of the chairman

**genealogical tree** /,dʒi:niələdʒɪk(ə)l 'tri:tɪ/ *noun* a tree-structured diagram showing the relationships of the members of a family from the past to the present

**genealogy** /,dʒi:ni'ælədʒi/ *noun* the study of the history of the members of a family

**general** /'dʒen(ə)rəl/ *adjective* for all or most people, cases or things

**general books** /'dʒen(ə)rəl buks/ *plural noun* books which may interest the adult public, usually not including

children's books, fiction or specialised books

**generalia class** /,dʒenə'reɪliə ,klɑːs/ *noun* a classification for books on a variety of subjects, e.g. encyclopedias

**general index** /'dʒen(ə)rəl ,ɪndeks/ *noun* an index which covers all items in a book

**generalisation** /,dʒen(ə)rəlaɪ 'zeɪf(ə)n/, **generalization** *noun* a statement that is mostly true but not based on specific facts

**general knowledge** /,dʒen(ə)rəl 'nɒlɪdʒ/ *noun* knowledge of a broad range of facts or subjects

**general packet radio service** /,dʒen(ə)rəl ,pækɪt 'reɪdiəʊ ,sɜːvɪs/ *noun* full form of **GPRS**

**general public** /,dʒen(ə)rəl 'pʌblɪk/ *noun* ordinary people

**general purpose** /,dʒen(ə)rəl 'pɜːpəs/ *adjective* something that can be used for a variety of uses

**general reference** /,dʒen(ə)rəl 'ref(ə)rəns/ *noun* a reference in a catalogue directing users to a number of more specific entries

**generate** /'dʒenəreɪt/ *verb* to cause something to start and develop

**generation** /,dʒenə'reɪʃ(ə)n/ *noun* **1.** a stage of development in the design and manufacture of machines ○ *fifth generation computers* **2.** the period of time in which people can grow up and have children, usually 25 to 30 years

**generic relationship** /dʒə,nerɪk rɪ 'leɪf(ə)nʃɪp/ *noun* a link in a classification scheme ○ *There is a generic relationship between the genus and species.*

**generic searching** /dʒə,nerɪk 'sɜːtʃɪŋ/ *noun* a type of online searching using a memory to store broader and related headings to the subject being searched

**generic top-level domain** /dʒə ,nerɪk tɒp ,lev(ə)l də'meɪn/ *noun* full form of **gTLD**

**Geneva Convention** /dʒɪ,ni:və kən'venʃ(ə)n/ *noun* ♦ **Universal Copyright Convention**

**genre** /'ʒɒnrə/ *noun* a category or style of writing, art or music ○ *Science fiction is his favourite genre.*

**genuine** /'dʒenjuɪn/ *adjective* exactly what it is said to be

**geographic filing** /,dʒɪəgræfɪk 'faɪlɪŋ/ *noun* a system of filing items according to their place of origin

**geographic location** /,dʒɪəgræfɪk ləʊ'keɪʃ(ə)n/ *noun* the place, building, unit or site where an item is stored

**get back** /,get 'bæk/ *verb* to have something returned to you

**get down** /,get 'daʊn/ *verb* **1.** to write down what somebody says **2.** to fetch something from a high place ○ *get down a book from a high shelf*

**get into** /,get 'ɪntuː/ *verb* to become involved with an activity

**gf** *abbreviation* in Internet addresses, the top-level domain for French Guiana

**gg** *abbreviation* in Internet addresses, the top-level domain for Guernsey

**gh** *abbreviation* in Internet addresses, the top-level domain for Ghana

**ghost** /gəʊst/ *noun* LITERAT same as **ghostwriter** ■ *verb* to be the ghost-writer of a work

**ghostwriter** /'gəʊst,rɪtə/ *noun* somebody who writes something for or with somebody else, the other person receiving sole credit as the author

**gi** *abbreviation* in Internet addresses, the top-level domain for Gibraltar

**GIF** /gɪf/ a trade name for a graphics file format for a file containing a bitmapped image. Full form **Graphics Interchange Format**

**.gif** *suffix* a file extension for a GIF file. Full form **Graphics Interchange Format**

**GIF file** /,dʒɪ: aɪ 'ef faɪl/ *noun* a graphics file format for a file containing a bitmapped image

**gift** /gɪft/ *noun* something given as a present

**gigabyte** /'gɪgəbaɪt/ *noun* 1,000,000,000 bytes

**GIGO** /'gɪgəʊ/ *abbreviation* garbage in garbage out

**gilt** /gɪlt/ *noun* a shiny material, usually gold, used as a thin covering to other material

**gilt edge** /'gɪlt edʒ/ *noun* a gold edge to a page of a book, so that when the book is closed it looks like a gold block

**gilt-edged** /'gɪlt edʒd/ *adjective* denoting a book with a gilt edge to the pages

**give** /gɪv/ *verb* to impart or convey something such as information or advice to somebody

**given name** /'gɪv(ə)n neɪm/ *noun* a person's first name, used by their family and friends

**glazed morocco** /,gleɪzd mə 'rɒkəʊ/ *noun* polished goatskin leather, used as a binding material

**global** /'gləʊb(ə)l/ *adjective* covering everything

**Global Books in Print** /,gləʊb(ə)l buks ɪn 'prɪnt/ *noun* a worldwide listing on CD-ROM of all books in print

**global replace** /,gləʊb(ə)l rɪ'pleɪs/ *noun* a word-processing function meaning to replace a particular word, group of words, letter or symbol by a different word or words

**global search** /,gləʊb(ə)l 'sɜ:tʃ/ *noun* a computing function which looks through a whole document or database for a particular word or symbol

**global search and replace** /,gləʊb(ə)l 'sɜ:tʃ ən rɪ'pleɪs/ *noun* a search and replace function which is applied to a whole computer file

**global village** /,gləʊb(ə)l 'vɪlɪdʒ/ *noun* the whole world considered as a single community served by electronic media and information technology

'Given the open architecture of the world wide web, anyone operating a website has access to a worldwide audience – the internet has fuelled globalisation and the 'global village' has become reality.' [M2 *presswire*]

**gloss** /glɒs/ *noun* a short definition, explanation or translation of a word or phrase that may be unfamiliar to the reader, often located in a margin or collected in an appendix or glossary

**glossary** /'glɒsəri/ *noun* 1. an alphabetical list of the specialist words used

in a document, with definitions 2. a list of specialised terms with explanations or translations ○ *glossary of chess terms* ○ *an English-Chinese business glossary*

**gloss over** /,glɒs 'əʊvə/ *verb* to intentionally leave out negative information, or treat something superficially, in order to make it appear more attractive or acceptable

**glossy** /'glɒsi/ *adjective* smooth and shiny

**gm** *abbreviation* 1. in Internet addresses, the top-level domain for Gambia 2. gram

**gn** *abbreviation* in Internet addresses, the top-level domain for Guinea

**gnostic** /'nɒstɪk/ *adjective* relating to knowledge, especially knowledge of spiritual truths

**GNVQ** /,dʒi: en vi: 'kju:z/ *noun* in the United Kingdom, a qualification designed to provide vocationally orientated skills and knowledge for progression from school to employment or university. Full form **General National Vocational Qualification**

**goal** /gəʊl/ *noun* 1. what somebody is trying to achieve 2. the final state reached when a task is finished

**goal-setting** /'gəʊl ,setɪŋ/ *noun* a policy discussion which agrees what a group, company or organisation hopes to achieve

**goatskin** /'gəʊtskɪn/ *noun* leather from the skin of a goat, called morocco when used for binding

**go by** /,gəʊ 'baɪ/ *verb* to treat advice or information as reliable or true

**go list** /'gəʊ lɪst/ *noun* a list of terms or characters to be included in a printout. Compare **stop list**

**gone to press** /,gɒn tə 'pres/ *adjective* used to indicate that text has gone for printing and it is too late to make corrections

**Google** /'gu:ɡ(ə)l/ a trade name for a popular search engine

**go on** /,gəʊ 'ɒn/ *verb* to use something as reliable information

**gopher** /'gəʊfə/ *noun* a servicing device within the Internet which allows access by allowing links between systems

**gossip** /'gɒsɪp/ *noun* a conversation or report about other people's behaviour, which is often exaggerated and not always completely true

**gov** *abbreviation* in Internet addresses, the generic top-level domain for government organisation

**government library** /,gəvənmənt 'laɪbrərɪz/ *noun* a library that exists for each of the major departments of the government, e.g. Dept of Employment library

**government publication** /,gəvənmənt ,pʌblɪ'keɪʃ(ə)n/ *noun* a publication with information which is written and published by government departments, often of a statistical nature

**gp** *abbreviation* in Internet addresses, the top-level domain for Guadeloupe

**GPRS** /,dʒi: pi: ɑ:r 'es/ *noun* a system that provides immediate and continuous access to the Internet from wireless devices such as mobile phones. Full form **general packet radio service**

**gq** *abbreviation* in Internet addresses, the top-level domain for Equatorial Guinea

**gr** *abbreviation* in Internet addresses, the top-level domain for Greece

**grade** /greɪd/ *noun* a mark given to a piece of coursework or an examination which indicates the level of success attained ■ *verb* to judge or measure the quality of something

**graduate** /'grædʒuət/ *noun* a person who has successfully completed a first degree course at a university

**graduate trainee** /,grædʒuət treɪ 'ni:/ *noun* a person who has graduated in one subject and is receiving further training in a specialist skill

**gram** /græm/ *noun* a measurement of weight which is used to indicate the quality of paper ○ *80g paper is standard copier quality.* Abbr **g**

**grammar check** /'græmə tʃek/ *noun* a software facility which enables the user to check the grammatical accuracy of work done on a word processor

**grammatical error** /grə,mætɪk(ə)l 'erə/ *noun* word usage which breaks the rules of a language

**graph** /grɑ:f/ *noun* a mathematical diagram which visually shows the relationship between two or more sets of variables

**graphic** /'græfɪk/ *adjective* concerned with drawing

**graphic display** /,græfɪk dɪs'pleɪ/ *noun* a computer screen that is able to present graphical information

**graphic display resolution** /'græfɪk dɪs'pleɪ ,rezəlu:ʃ(ə)n/ *noun* the number of pixels that a computer is able to display on the screen

**graphic novel** /,græfɪk 'nɒv(ə)l/ *noun* a fictional story for adults published in the form of a comic strip

**graphics** /'græfɪks/ *plural noun* pictures or lines drawn to represent information

**graphics file** /'græfɪks faɪl/ *noun* a binary file which contains data describing an image ○ *There are many standards for graphics files including TIFF, IMG and EPS.*

**graphics file format** /'græfɪks faɪl ,fɔ:mæt/ *noun* a method by which data describing an image is stored

**Graphics Interchange Format** /'græfɪks ,ɪntətʃeɪndʒ ,fɔ:mæt/ *noun* full form of **GIF**

**graphics pad** /'græfɪks pæd/,

**graphics tablet** /'græfɪks ,tæblət/ *noun* a flat device that allows a user to input graphical information into a computer by drawing on its surface

**graph paper** /'grɑ:f ,peɪpə/ *noun* paper which is printed with measured squares so that it can be used for drawing graphs

**grave accent** /,grɑ:v 'æksənt/ *noun* a mark placed over a vowel (e.g. è) †to show how it should be pronounced

COMMENT: Grave accents are used in French (è, à, ù) to indicate a pronunciation change or a spelling change. They are used in other languages to show stress.

**gremlin** /'gremlɪn/ *noun* a tiny mischievous spirit said to be the cause of an unexplained problem or fault, especially in a machine or system

**grey literature** /'greɪ ,lɪt(ə)rətʃə/ *noun* 1. in-house publications, e.g. parish magazines or technical reports 2.

articles and information published, especially on the Internet, without a commercial purpose or the mediation of a commercial publisher

**grey scale** /'greɪ skeɪl/ *noun* shades which are produced from displaying what should be colour information on a monochrome monitor

**grid** /grɪd/ *noun* a system of numbered squares allowing points to be easily plotted or located

COMMENT: Grids are used by designers and pasteup artists for laying out magazines and books, where the page size, type area and general layout remain the same for each page. The designer will prepare a master grid, showing the basic proportions of the page, with its trim size, type area, headlines, folio positions, margins, etc., and this is used when pasting up each page.

**grid reference** /'grɪd ˌref(ə)rəns/ *noun* a set of numbers from the X and Y axes giving the location of a point on a map

**gross** /grəʊs/ *noun* the total amount before any deductions have been made

**gross income** /,grəʊs ˈɪnkʌm/ *noun* the total amount of money earned before any deductions e.g. for tax

**gross weight** /,grəʊs ˈweɪt/ *noun* the total weight of something including all packaging

**ground rent** /'graʊnd rent/ *noun* rent paid by a tenant of a building to the owner of the land on which it is built

**grounds** /'graʊndz/ *plural noun* a reason or justification for something

**group** /gru:p/ *noun* a collection of people or things that are in the same place at the same time or have something in common

**group consensus** /,gru:p kən ˈsɛnsəs/ *noun* the combined feelings of a group of people about a decision. Also called **groupthink**

**group manager** /,gru:p ˈmænɪdʒə/ *noun* a person who has responsibility for the organisation of a group of people

**groupthink** /'gru:pθɪŋk/ *noun* same as **group consensus**

**groupware** /'gru:pweə/ *noun* software designed to be shared collaboratively by a number of users on a computer network

**growing demand** /,grəʊɪŋ dɪ ˈmɑ:nd/ *noun* an increasing number of people who want to use a product or service

**growth** /grəʊθ/ *noun* an increase in the size, wealth or importance of something

**Grub Street** /'grʌb stri:t/ *noun* the name of a street in London which was inhabited mainly by writers, now the general name for low-paid journalism

**gs** *abbreviation* in Internet addresses, the top-level domain for South Georgia

**gsm, g/m<sup>2</sup>** *noun* a way of showing the weight of paper used in printing. Full form **grams per square metre**

**gt** *abbreviation* in Internet addresses, the top-level domain for Guatemala

**gTLD** *noun* the portion of an Internet address that identifies it as belonging to a specific generic domain class, e.g. com, edu or gov. Full form **generic top-level domain**

**gu** *abbreviation* in Internet addresses, the top-level domain for Guam

**guarantee** /,gʌrən'ti:/ *noun* a written promise that any faults in a purchase which show within a given period of time will be repaired free of charge

**guess** /ges/ *noun* an attempt to answer a question when you do not have the information needed

**guesstimate** /'gestɪmət/ *noun* an approximate calculation based entirely on guesswork

**guest book** /'gest bʊk/ *noun* a book in which people write their names and addresses when they stay at a hotel or guest house

**guide** /gaɪd/ *noun* 1. a book of instructions 2. a person who shows people the way

**guidebook** /'gaɪdbʊk/ *noun* a book containing information for tourists about a country, place or institution

**guide letters** /'gaɪd ˌletəz/ *plural noun* large letter signs to indicate the location of items in a library

**guidelines** /'gaɪdlaɪnz/ *plural noun* a written code of practice about how to do things in a particular field of work

**guides** /gɑɪdz/ *noun* a system of signs to help people to find their way around a building

**guiding** /'gɑɪdɪŋ/ *noun* same as **guides**

**guild** /gɪld/ *noun* an association of people with similar interests or skills who join together to support each other

**guillotine** /'gɪləti:n/ *noun* a device used for cutting and trimming paper

**Gutenberg Bible** /'gʊtənbɜ:ɡ ,baɪb(ə)l/ *noun* the first large book to be

printed in Europe from movable type, in around 1455

**gutter** /'gʌtə/ *noun* the inside margin between two pages of type

**gutter press** /'gʌtə pres/ *noun* a name for the tabloid newspapers which print large amounts of gossip rather than factual news. ◊ **yellow press**

**gw** *abbreviation* in Internet addresses, the top-level domain for Guinea-Bissau

**gy** *abbreviation* in Internet addresses, the top-level domain for Guyana