

America in Bloom Language

Greetings,

The creation of a comprehensive Judges' Guide led to a review of the terminology we use. There is an ongoing effort to create consistency within the Evaluation Report, Community Profile Template, other documents, and the web site.

Here are some tips about AIB approved words, names, and titles to use so we are all on the same page when writing documents, reports, and letters. The proper ones, some of them new, are in bold.

**Community** instead of county, municipality, city, town, neighborhood, college, planet, etc.

**Evaluate** instead of judge

**Resident** instead of citizen

**Criterion** (singular) and **criteria** (plural). If you get confused on which one to use, think of the one in criterion as one for singular.

**Evaluation Report** instead of Evaluation Form

**Community Recognitions** instead of Special Mentions (found on the last page of the Evaluation Report)

**Noteworthy Project or Initiative** instead of Special Project

**Special Awards** is now the only name where "special" is used.

**Outstanding Achievement Award** instead of Criteria Award. This changed a few years ago.

**Observations** instead of comments

**Recommendations** instead of suggestions

**Appreciation Certificate** instead of door hanger, although it may still be used that way

Communities create an **Evaluation Tour Itinerary**

Judges use a **Travel Itinerary**

The symposium is called the **Symposium & Awards Celebration**

While the journey to create consistency has begun, the destination is not yet in sight. If you know of any short cuts or have suggestions, please contact me.

Regards,

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