

<b>EDITING</b>	<b>the arrangement of shots in a structured sequence</b>
cross-cutting <i>or</i> parallel action	<i>alternating between shots from two or more scenes which are taking place at the same time</i>
flashback	<i>a scene or sequence dealing with the past which is inserted into a film's 'present time'</i>
flash-forward	<i>a scene or sequence which looks into the future</i>
match cut	<i>two scenes connected by visual or aural parallelism, e.g. one door closing and then another one opening</i>
<b>PUNCTUATION</b>	<b>the way in which shots are linked</b>
cut	<i>a switch from one image or shot to another</i>
jump-cut	<i>(a) switching back and forth between two or more persons who are closely involved with each other, e.g. in a conversation or a chase scene; (b) using cuts to create an effect of moving rapidly towards a subject</i>
fade-in	<i>from a black screen or ground, the gradual emergence of an image, which slowly becomes brighter until it reaches full strength</i>
fade-out	<i>the gradual disappearance of an image until the screen or ground is completely black; a device used to end a scene</i>
dissolve <i>or</i> cross-fade	<i>following a fade-out with a fade-in in order to move slowly from one scene to the next</i>