Elevation: a view of a building seen from one side, a flat representation of a façade. This is the common view to describe the external appearance of a building.

Floor plan: the most fundamental architectural diagram, a view from above showing the arrangement of spaces in building in the same way as a map, but showing the arrangement at a particular level of a building. Technically it is a horizontal section cut through a building, showing walls, windows and door openings and other features at that level. The plan view includes anything that could be seen below that level: the floor, stairs (but only up to the plan level), fittings and furniture.

Scale: Since an architectural drawing must fit on a piece of paper, you must scale down the actual dimensions of the building when you draw the blueprint. For example, if the height of your building is 12”, but you need to fit it within an 8” space on your paper, you would use a scale of 2:3. This means that every 2” on your page actually represents 3” of your actual building. The scale is typically expressed as a ratio (e.g. 2:3) or as a fraction (e.g. 2/3), and should be displayed on your page.

Check for understanding: if your drawing scale is 1:2 and the width of a window in your building is 2.8”, then what should be the width of the window as drawn on your page?