

# WELCOME PACK

## Study Skills

### Command Verbs/Words

As part of assignments and assessment, different command words are used. These will ask for different types of information and skills to be used and applied.

The table below defines the most common command words.

This list is not exhaustive	
<b>List (usually L3)</b>	Write a list of the main items (not sentences).
<b>State (usually L3)</b>	Point out or list the main features.
<b>Define</b>	To state the meaning of something using the correct terms.
<b>Identify</b>	Give all the basic facts which relate to a topic.
<b>Devise</b>	Plan or invent (a complex procedure, system or mechanism) by careful thought.
<b>Reflect</b>	Look back upon and appraise. Give contemplative, balanced consideration to an issue or action.
<b>Communicate</b>	Share or exchange information.
<b>Investigate</b>	Carry out a systematic or formal inquiry to discover and examine the facts.
<b>Outline (usually L3)</b>	Write a clear description but without going into too much detail.
<b>Demonstrate</b>	Show that you can do a particular activity or skill.
<b>Explain</b>	Make your point clear by providing sufficient detail.
<b>Examine</b>	To look at, inspect, or scrutinise carefully, or in detail. Investigate closely.
<b>Explore</b>	To find out about.
<b>Compare</b>	Identify similarities and differences.
<b>Conduct</b>	To do or carry out.
<b>Illustrate</b>	Make clear by using examples or provide diagrams.
<b>Describe</b>	Give a clear, straightforward description which includes all of the main points.
<b>Summarise (usually L3)</b>	Write down or articulate briefly the main points or essential features.
<b>Present</b>	Produce an exposition/resume for an audience.
<b>Critical Analysis</b>	Express opinion(s) on each of the parts.
<b>Determine</b>	Cause (something) to occur in a particular way or to have a particular nature.
<b>Interpret</b>	Explain the meaning of.
<b>Evaluate</b>	Bring together all of your information and make a judgement on the importance or success of something.
<b>Critically Evaluate</b>	Provide an opinion or verdict on whether an argument, or set of findings is accurate.

<b>Analyse</b>	Identify the factors that apply, and state how these are linked and how each of them relates to the topic.
<b>Discuss</b>	To present an argument for and against.
<b>Explain</b>	Give logical reasons to support your view.
<b>Justify</b>	Give reasons for the points you are marking so that the marker knows how you arrived at that conclusion.
<b>Contrast</b>	The state of being strikingly different from something else.
<b>Suggest</b>	Give your own ideas and thoughts.
<b>Assess</b>	Evaluate in terms of advantages and disadvantages.
<b>Recommend</b>	Suggest changes or improvements.
<b>Make recommendations</b>	Make relevant and appropriate suggestions; usually for improvement.
<b>Select and demonstrate</b>	Select several relevant examples or pieces of related evidence which clearly support the arguments you are making. This may include showing particular practical skills.
<b>Review</b>	Consider each factor in turn, providing a description and explanation of their uses, strengths and weaknesses, making recommendations.

