

Command Verb Guide

A command verb is a word which helps learners recognise how they need to answer each question of your assignment and it will be the first word of each question, highlighted in **bold**.

Command verbs are providing you with direction of how each question needs to be answered and in how much detail. The below table gives examples of some of the command verbs which are included in an assignment:

Adapt	Change to make suitable for a new use or purpose
Analyse	Separate information into components and identify their characteristics. Discuss the pros and cons of a topic or argument and make reasoned comment.
Assess	Offer a reasoned judgement of the standard/quality of situation/ skills informed by relevant facts
Calculate	Generate a numerical answer, with workings shown
Carry out	To undertake an activity of a practical nature
Collect	Gather together
Communicate	To impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures etc.
Compare	Identify similarities and differences
Conduct	To do or carry out
Contrast	Identify differences
Create	To originate, e.g. to produce a solution to a problem
Demonstrate	Show in an explicit way
Define	State or describe the nature, scope or meaning
Describe	Give an account, including all the relevant characteristics, qualities, or events
Design	Plan and presentation of ideas to show the layout/function/ workings/object/system/process
Determine	Find out, decide, e.g. what is relevant. To find a solution by following a set of procedures or to obtain a numerical value by carrying out a series of calculations
Develop	Progress/expand/initialise from a starting point
Discuss	Give an account that addresses a range of ideas and arguments
Display	Present/set out data/information
Estimate	Assign an approximate value

Evaluate	Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence
Examine	To look at, inspect, or scrutinise carefully, or in detail. Investigate closely
Explain	To give account of the purposes or reasons
Explore	To find out about
Follow	To go in the direction of or to be guided by instructions
Generate	To originate, e.g. to produce a solution to a problem. To produce original data by taking measurements
Identify	Recognise, list, name or otherwise characterise
Implement	Put into action/use/effect
Interpret	Translate information into recognisable form. Convey one's understanding to others
Investigate	To inquire into (a situation or problem)
Justify	Present a reasoned case for actions or decisions made
Measure	Establish a value using a suitable measuring instrument or technique
Name	To provide appropriate word(s) or term(s)
Outline	A description setting out main characteristics/points
Participate	Take part in
Perform	Present/enact/demonstrate practically
Plan	Consider, set out and communicate what is to be done
Predict	To say that an event or action will happen in the future, as a result of knowledge, experience or evidence
Present	Produce an exposition/resumé for an audience, e.g. at the conclusion of the project to demonstrate what has been done and the outcome
Process	A systematic series of actions
Produce	To bring into existence. Give rise to by intellectual or creative ability: to make or manufacture
Promote	Work for/urge the adoption of/support/progress, e.g. a particular course of action/solution
Propose	Put forward an idea, plan, suggestion for consideration by others
Recommend	Suggest/put forward as being appropriate, with reasons why

Reflect	Look back upon and appraise, relate to, e.g. to stated aims. Give contemplative, balanced consideration to an issue or action
Report	To prepare a detailed account or statement about an event or topic
Research	Investigation into and study of materials and sources to establish facts and reach conclusions
Review	Survey information, methods, outcomes, conclusions, after the event, deciding what was effective or not
Select	Carefully choose as being the most suitable for a task or purpose
State	Express in precise terms, express in unequivocal terms
Suggest	Give possible alternatives, produce an idea, put forward, e.g. an idea or plan, for consideration
Summarise	To sum up or to put things into your own words or to create a précis of the information discussed
Undertake	Take part in or carry out an activity
Use	Apply the information provided or apply prior learning. To put into service or action. Employ for a given purpose

Information Source: www.cambridgetechnical.org.uk