

## 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:

<b>Adapt</b>	Change to make suitable for a new use or purpose
<b>Analyse</b>	Separate information into components and identify their characteristics. Discuss the pros and cons of a topic or argument and make reasoned comment.
<b>Assess</b>	Offer a reasoned judgement of the standard/quality of situation/ skills informed by relevant facts
<b>Calculate</b>	Generate a numerical answer, with workings shown
<b>Carry out</b>	To undertake an activity of a practical nature
<b>Collect</b>	Gather together
<b>Communicate</b>	To impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures etc.
<b>Compare</b>	Identify similarities and differences
<b>Conduct</b>	To do or carry out
<b>Contrast</b>	Identify differences
<b>Create</b>	To originate, e.g. to produce a solution to a problem
<b>Demonstrate</b>	Show in an explicit way
<b>Define</b>	State or describe the nature, scope or meaning
<b>Describe</b>	Give an account, including all the relevant characteristics, qualities, or events
<b>Design</b>	Plan and presentation of ideas to show the layout/function/workings/object/system/process
<b>Determine</b>	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
<b>Develop</b>	Progress/expand/initialise from a starting point
<b>Discuss</b>	Give an account that addresses a range of ideas and arguments
<b>Display</b>	Present/set out data/information
<b>Estimate</b>	Assign an approximate value
<b>Evaluate</b>	Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence
<b>Examine</b>	To look at, inspect, or scrutinise carefully, or in detail. Investigate closely
<b>Explain</b>	To give account of the purposes or reasons
<b>Explore</b>	To find out about
<b>Follow</b>	To go in the direction of or to be guided by instructions
<b>Generate</b>	To originate, e.g. to produce a solution to a problem. To produce original data by taking measurements

<b>Identify</b>	Recognise, list, name or otherwise characterise
<b>Implement</b>	Put into action/use/effect
<b>Interpret</b>	Translate information into recognisable form. Convey one's understanding to others
<b>Investigate</b>	To inquire into (a situation or problem)
<b>Justify</b>	Present a reasoned case for actions or decisions made
<b>Measure</b>	Establish a value using a suitable measuring instrument or technique
<b>Name</b>	To provide appropriate word(s) or term(s)
<b>Outline</b>	A description setting out main characteristics/points
<b>Participate</b>	Take part in
<b>Perform</b>	Present/enact/demonstrate practically
<b>Plan</b>	Consider, set out and communicate what is to be done
<b>Predict</b>	To say that an event or action will happen in the future, as a result of knowledge, experience or evidence
<b>Present</b>	Produce an exposition/resumé for an audience, e.g. at the conclusion of the project to demonstrate what has been done and the outcome
<b>Process</b>	A systematic series of actions
<b>Produce</b>	To bring into existence. Give rise to by intellectual or creative ability: to make or manufacture
<b>Promote</b>	Work for/urge the adoption of/support/progress, e.g. a particular course of action/solution
<b>Propose</b>	Put forward an idea, plan, suggestion for consideration by others
<b>Recommend</b>	Suggest/put forward as being appropriate, with reasons why
<b>Reflect</b>	Look back upon and appraise, relate to, e.g. to stated aims. Give contemplative, balanced consideration to an issue or action
<b>Report</b>	To prepare a detailed account or statement about an event or topic
<b>Research</b>	Investigation into and study of materials and sources to establish facts and reach conclusions
<b>Review</b>	Survey information, methods, outcomes, conclusions, after the event, deciding what was effective or not
<b>Select</b>	Carefully choose as being the most suitable for a task or purpose
<b>State</b>	Express in precise terms, express in unequivocal terms
<b>Suggest</b>	Give possible alternatives, produce an idea, put forward, e.g. an idea or plan, for consideration
<b>Summarise</b>	To sum up or to put things into your own words or to create a précis of the information discussed
<b>Undertake</b>	Take part in or carry out an activity
<b>Use</b>	Apply the information provided or apply prior learning. To put into service or action. Employ for a given purpose

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