

## Command Words Guide

Command word	Definition	Guidance
<b>Analyse</b>	Examine elements in detail	<ul style="list-style-type: none"> <li>✓ Select relevant information</li> <li>✓ Separate information into components</li> <li>✓ Identify their characteristics</li> <li>✓ Determine how they relate to overall structure</li> <li>✓ Make links between different sources of information</li> <li>✓ Use logical thinking to identify cause and effect</li> </ul>
<b>Apply</b>	Use a procedure in a given situation	<ul style="list-style-type: none"> <li>✓ Choose appropriate actions</li> <li>✓ Demonstrate effectiveness</li> <li>✓ Use technical terms</li> </ul>
<b>Appraise</b>	See definition for 'Assess'	See guidance for 'Assess'
<b>Assess</b>	Make an informed judgement.	<ul style="list-style-type: none"> <li>✓ Consider all the factors or events that apply</li> <li>✓ Identify which are the most important or relevant</li> <li>✓ Recognise evidence</li> <li>✓ Apply systematic thinking</li> <li>✓ Make a decision about the quality, value or importance</li> </ul>
<b>Compare</b>	Identify similarities and differences.	<ul style="list-style-type: none"> <li>✓ Identify and explain the similarities between two or more concepts, theories or approaches</li> <li>✓ Identify and explain the differences between those concepts, theories or approaches</li> <li>✓ Demonstrate your knowledge and understanding of the concepts or theories in your answer</li> </ul>
<b>Critically</b>	Often occurs before another command word, for example 'Analyse', 'Assess' or 'Evaluate' inviting a more in-depth examination of an issue from the point of view of a critic	<ul style="list-style-type: none"> <li>✓ Look for more depth</li> <li>✓ Use supporting details</li> <li>✓ Apply the theory</li> <li>✓ Focus on the strengths and weaknesses of the points of view being expressed</li> <li>✓ Challenge conventional thinking</li> </ul>
<b>Define</b>	Specify meaning	<ul style="list-style-type: none"> <li>✓ State the precise meaning of an idea or concept</li> </ul>

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<b>Describe</b>	Give a detailed account of something	<ul style="list-style-type: none"> <li>✓ Set out characteristics</li> <li>✓ Use developed statements</li> <li>✓ Make links between them</li> <li>✓ Do not need to include a justification or explanation</li> </ul>
<b>Describe the process</b>	Give the steps of the process	
<b>Describe the effect</b>	Write about what has changed/happened because of the event	
<b>Discuss</b>	Present key points	<ul style="list-style-type: none"> <li>✓ Identify different ideas or strengths and weaknesses of an idea</li> <li>✓ Explore them by making links</li> <li>✓ Take into account different opinions (where appropriate)</li> </ul>
<b>Evaluate</b>	Judge from available evidence	<ul style="list-style-type: none"> <li>✓ Review information in the question</li> <li>✓ Consider several options, ideas or arguments</li> <li>✓ Take into account different factors (when it may or may not apply)</li> <li>✓ Use available knowledge / experience / evidence</li> <li>✓ Make a supported, evidence-based judgement</li> </ul>
<b>Examine</b>	Investigate closely	<ul style="list-style-type: none"> <li>✓ Consider carefully the indicated topic</li> <li>✓ Establish the key facts and important issues</li> <li>✓ Provide a detailed account</li> <li>✓ Include cause and effect in the points that you make</li> <li>✓ Provide examples and evidence to support your points</li> </ul>
<b>Explain</b>	Set out the causes of something and/or the factors which influence it.	<ul style="list-style-type: none"> <li>✓ State the point clearly</li> <li>✓ Develop it to address the question</li> <li>✓ Include some element of reasoning/justification</li> <li>✓ Use examples to support the understanding</li> </ul>
<b>Explain why/reasons for/consequences of</b>	Give the cause of/rationale for something	
<b>Explain how</b>	Give the steps, clarify what are the relationships between those steps	
<b>Identify</b>	Name or otherwise characterise	<ul style="list-style-type: none"> <li>✓ Provide brief facts or examples</li> <li>✓ Include only key information</li> <li>✓ Do not need to write in a lot of detail</li> </ul>

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<b>Illustrate</b>	Make clear by using examples	<ul style="list-style-type: none"> <li>✓ State the point clearly</li> <li>✓ Develop it to address the question</li> <li>✓ Incorporate relevant concepts and examples</li> <li>✓ Ensure that your illustration relates to the specific information in the case or context provided</li> </ul>
<b>Justify</b>	Give evidence to support an answer	<ul style="list-style-type: none"> <li>✓ Present a reasoned case</li> <li>✓ Use supporting evidence from theory and practice to explain why something should happen in a particular way.</li> <li>✓ Discuss and discount alternative views or actions</li> <li>✓ Analyse positives and negatives for each of the options available</li> <li>✓ To justify a recommendation, the positives have to outweigh the negatives.</li> </ul>
<b>Recommend</b>	Offer a possible action or plan	<ul style="list-style-type: none"> <li>✓ Apply your knowledge to a situation</li> <li>✓ Provide recommendations</li> <li>✓ Explain why the recommendation should be considered</li> </ul>
<b>Review</b>	Describe main features and assess them	<ul style="list-style-type: none"> <li>✓ Survey information, methods, outcomes, conclusions</li> <li>✓ Decide what is effective or not</li> </ul>
<b>Outline</b>	Provide a brief account of relevant information	<ul style="list-style-type: none"> <li>✓ Give main features or general principles, ignoring minor details</li> <li>✓ Provide a description setting out the main characteristics / points</li> </ul>
<b>Propose</b>	Offer a possible plan or action	<ul style="list-style-type: none"> <li>✓ Apply your knowledge to a situation</li> <li>✓ Provide a plan/action based on given criteria</li> </ul>