

## IMPORTANT WORDS IN ASSIGNMENT QUESTIONS



<b>ACCOUNT FOR:</b>	Give reasons for
<b>ANALYSE:</b>	Find the main ideas, discuss them and consider their relative importance.
<b>COMMENT ON:</b>	Discuss, criticise and explain the idea in details.
<b>COMPARE:</b>	Look for qualities or characteristics that resemble each other. Emphasise similarities among them, but in some cases also mention differences.
<b>CONTRAST:</b>	Stress the dissimilarities, differences, or unlikeness of things, qualities, events or problems.
<b>CRITICISE:</b>	Give your opinions, showing both good and bad points, on the factors, views or ideas mentioned. Support your opinions with evidence and/or examples. Remember that criticism does not only mean to find fault with.
<b>DEFINE:</b>	Give clear, precise, accurate definitions – if possible quote a source or authority. Show how the thing you are defining differs from similar things.
<b>DESCRIBE:</b>	Give a detailed account of the object, process or event. Pay attention to logical sequence.
<b>DIAGRAM:</b>	Give a drawing, chart, graph or plan with correct labelling where the text of the essay does not do so, add a brief explanation or description of the diagram.
<b>DISCUSS:</b>	Write in detail using arguments for and against the statement. You do not necessarily have to support the statement but should reach a conclusion which is supported by the arguments you have presented.
<b>EVALUATE:</b>	Using your own ideas and the ideas of others, discuss the worth of a statement, its truth or otherwise, and its degree of importance. Stress the evidence, for and against, of authorities. Reach a conclusion based on this evidence.
<b>EXPLAIN:</b>	Clarify, interpret and spell out your arguments. Give reasons for differences of opinion and try to analyse causes. In some cases you may simply have to clarify a concept or process which is not open to different interpretations.
<b>ILLUSTRATE:</b>	Explain or clarify a problem or idea using concrete examples and comparisons. It may be possible to support your explanation with a diagram, figure or picture.
<b>INTERPRET:</b>	Explain, translate, solve, comment on and give examples on a subject. Try to reach a conclusion which is support by your argument.
<b>JUSTIFY:</b>	Give convincing reason in support of the statement given.
<b>LIST:</b>	Write an itemised series of concise statements. The items need not be in sentence form.
<b>OUTLINE:</b>	Organise a description of a process, event, idea using main headings and sub-headings. Stress the sequence eg. time, order of importance or logical order in an argument. In essay-type examinations, the instruction “outline” still requires you to write in connected prose but suggests that organisation in terms of main ideas is expected.
<b>PROVE:</b>	Show that something is true by giving factual evidence or clear logical argument. In Science and Mathematics use the accepted method of proof.
<b>RELATE:</b>	Depending upon the context or sense in which it is used, “relate” usually has one of two meanings: <ul style="list-style-type: none"><li>- give an account of (ie. tell the story of)</li><li>- show how things are related or connected, how one thing causes another, or how they are similar or different</li></ul>
<b>REVIEW:</b>	Survey a subject critically, analyse and comment on it and statements made about it.
<b>STATE:</b>	Present the main points in a brief, clear sequence. Omit details, examples and illustrations.
<b>SUMMARISE:</b>	Give the main points in order of importance using logical sequence. Omit details, examples and illustrations.
<b>TRACE:</b>	In narrative form, follow progress development or historical events from a point of origin.