

**Analyse:** break down the topic into smaller pieces and discuss these in detail.

**Argue:** develop a case or argument to support a particular position or viewpoint.

**Assess/evaluate:** make a judgement about something based on evidence.

**Comment:** give your opinion about something. Discuss and explain the topic.

**Compare:** find similarities. In some cases you also need to mention differences.

**Contrast:** find differences. If you are asked to compare and contrast, you need to both highlight similarities and differences.

**Criticise:** make a judgement about the value or truth of something. Discuss good and bad points.

**Define:** various meanings -

Describe the nature of something. For example: 'Define the features which distinguish a networked computer system from a standalone set-up.'

State the meaning of something. For example: 'Define the term symbiosis'.

Describe the scope of something. For example: 'Define the role of the medical administrative assistant in private practice.'

**Demonstrate/Illustrate:** give examples to explain or show your understanding of something.

**Describe:** give a detailed account of something.

**Discuss/Consider:** look at different ideas and viewpoints about something.

**List:** state points concisely, in a logical order.

**Examine:** have a close, critical look at something.

**Explain:** various meanings -

Justify something. For example: 'Explain why it is important to wash your hands before handling food'.

Make clear by giving detailed information. For example: 'Explain what is meant by aseptic technique'.

**Identify:** select relevant details and discuss these. For example: 'Identify the major features of an ergonomically safe work environment'.

**Interpret:** explain the meaning. You are usually required to make some form of judgement.

**Justify:** prove, or give reasons/evidence for something. The aim is to convince the reader.

**Prove:** establish truth of something using evidence.

**Relate:** show how things are connected or related to each other.

**Review:** critically examine or assess a subject.

**State:** briefly and clearly present the main points.

**Summarise/outline:** find the key points and use these to create an overview of the topic.

**Trace:** describe development, or events from some point of origin.