



# IMPORTANT INSTRUCTIONAL WORDS

When asked to answer assignment or test questions, it makes a lot of sense to know exactly what you are being asked to do. The following lists of questioning words and their meanings are consistent with those used on external assessment tasks and exams. The earlier you learn about, understand and use them, the better you will perform with confidence in tests.

WORD	MEANING	WORD	MEANING
Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions	Recount	Retell a series of events
Analyse	Identify components and the relationship between them; draw out and relate implications	Summarise	Express, concisely, the relevant details
Apply	Use, utilise, and employ in a particular situation	Synthesise	Putting together various elements to make a whole
Appreciate	Make a judgement about the value of	<i>Following are some additional words that may be used in assessment tasks and examinations:</i>	
Assess	Make a judgement of value, quality, outcomes, results or size	Analyse	Break into sub-parts, examine critically
Calculate	Ascertain/determine from given facts, figures or information	Appraise	Work out the value of something
Clarify	Make clear or plain	Argue	Present reasons for and against
Classify	Arrange or include in classes/categories	Comment On	Give an opinion, analyse
Compare	Show how things are similar or different	Compile	Make a list
Construct	Make; build; put together items or arguments	Complete	Include all the relevant information
Contrast	show how things are different or opposite	Compose	Bring together information to make a new creation
Critically (analysis/ evaluate)	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/ evaluation)	Conclude	Sum up your point of view; form an opinion
Deduce	Draw conclusions	Consider	Give an opinion weighing up the relative value of information
Define	State meaning and identify essential qualities	Criticise	To judge the merits of
Demonstrate	Show by example	Determine	Weigh up the relevant information and make a decision
Describe	Provide characteristics and features	Elaborate	Provide details
Discuss	Identify issues and provide points for and/or against	Establish	Present evidence that proves a point
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between	Example	Fact showing a general premise
Evaluate	Make a judgement based on criteria; determine the value of	Expand	Provide details
Examine	Inquire into	Extract	Obtain meaningful information from something
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how	Formulate	Express precisely, weighing up relative value of aspects
Extract	Choose relevant and/or appropriate details	Illustrate	Make clear by an example
Extrapolate	Infer from what is known	Infer	Draw conclusions from
Identify	Recognise and name	List	Write down relevant points
Interpret	Draw meaning from	Persuade	Convince others of your viewpoint
Investigate	Plan, inquire into and draw conclusions about	Relate	Show how issues are connected
Justify	Support an argument or conclusion	Show	Give examples
Outline	Sketch in general terms; indicate the main features of	Solve	Find an answer
Predict	Suggest what may happen based on available information	State	Clearly express information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action	Study	A detailed examination
Recall	Present remembered ideas, facts or experiences	Suggest	Offer possible reasons for
Recommend	Provide reasons in favour	Trace	Follow from beginning to end