

Instructional terms and their meanings

Term	Meaning
Advise	Give suggestions based on your judgement/views about future actions, with explanations/evidence/reasons
Analyse	'Take apart' an idea or statement; examine in depth & consider how the parts interrelate, give reasons & answers to questions (e.g. Who? What? Where? When? Which? Why? How?)
Appraise/ Assess	Judge the importance/value/ quality/worth of something & give reasons
Apply	Explain something, e.g. theory, with links, evidence & examples, e.g. from the real business world so shows something is understood
Argue	Make a case based on appropriate evidence to support a point of view
Calculate	Work out/find out using your judgement ; determine; weigh reasons carefully
Classify	Arrange into groups/divide according to class/type
Compare	Examine/judge two or more things / ideas in order to focus on their likeness/relationship & only mention/acknowledge differences. Identify similarities and differences
Conclude	Give an answer/ summary, a final account, reach a decision about something showing the key steps/points/ reasons/judgements that assisted

	you in reaching your view/answer
Contrast	Compare two or more objects/things/people to focus on the differences
Create	Generate/construct/design/invent some original thought/idea/thing/product
Critically/ Critique	Comment on the merit of data/theories/opinions/relevance; judge evidence; weigh up strengths / benefits & faults/weaknesses
Debate	Question/dispute/deliberate/argue a view or case
Define	Explain precisely; state the meaning of; give details to show boundaries/distinguish it from others
Demonstrate	Show clearly by giving evidence/proof/examples. Develop the idea by reasoning & example
Derive	Obtain results/draw from/develop
Describe	State a detailed account; information showing what/why/when/where/how/who something/one is
Design	Devise/plan/invent/draw up plans/propose/formulate
Determine	Find out something exactly; establish/decide
Differentiate	Explain/show how something is different from something else
Discuss	Consider from several points of view & explore implications; put the case for & against a proposition & end with some statement of your own position

Distinguish	Identify the differences between/separate/discriminate
Estimate	Predict; form an opinion as to the degree/nature/value/size/amount of
Evaluate	Make an appraisal as to the worth of; judge effectiveness/value/quality/nature/use of/amount of
Examine	Consider; look closely at a question to find out
Explain	Make clear & understandable; give reasons for; interpret & account for
Explore	Discover more about; look carefully for; investigate; seek for/after; attain by search
Express	Clearly state, show an opinion/a fact/a feeling
Find	Discover something, e.g. information, reveal meaning, locate, obtain
Forecast	Predict, estimate or calculate possible results linked to criteria, complete or incomplete facts/reasoning
Formulate	Express/compose/devise something by using a formula or model or specific words/definitions
Highlight	Emphasise, stress, underline, show up, focus, attention on, give prominence to
Identify	Name, specify, point out, pick out key facts, features, criteria, etc
Illustrate	Make clear by using examples; use figures or diagrams to explain; show the meaning of

	something by giving related examples
Implement	Put into practice or action a plan, apply, employ, instigate
Indicate	Show; point out; draw attention to; give evidence of; make clear
Integrate	Incorporate, put together things; combining ideas, theories & /or practices
Interpret	Give an account of the meaning; use your judgement indicating relationships to others or way of looking at
Judge	State opinion/view based on evidence/examples; ascertain to what distance/amount; to what extent; to what degree
Justify	Argue/defend/support an issue/case; provide explanations & reasons/facts/information/strong evidence & examples
List	Catalogue; name items in a sequence; mention briefly
Organise	Put in some order, sort out people, plans, facts, issues; arrange/systemise
Plan	Arrange something or event; with aims, times, stages, sequence, outcomes
Prepare	Get ready, set up, practise &/or make something, e.g. a presentation
Present	To introduce & deliver/depict/portray/display/demonstrate/show, put forward

	arguments for & expound a case, to bring to notice
Produce	Make, create, construct something or make clear case for
Propose	To offer or put forward for consideration or acceptance, something to be undertaken
Quantify	Express/measure the amount or quantity of
Question	Query subject matter; make enquiries to identify & address issues/problems, to consider & doubt facts & possibilities, complete & incomplete knowledge/understanding
Recognise	Identify, recall, recollect, acknowledge, spot, notice, endorse, accept as valid, appreciate, pick out
Recommend	Suggest possible actions/routes/outcomes; linked to & based on previously shown knowledge & understanding, may include your views & advice
Reconcile	Bring together, settle/resolve issues e.g. levels of acceptance of a statement/proposition
Record	Register data, make accurate note of facts, evidence
Reflect	Consider & assess strengths & weaknesses/usefulness/quality/ performance & draw conclusions
Relate	Show/establish how things are linked to & impact upon each other, & to what extent they are alike
Report	Give an account of, inform, recount, relate, record

Review	Make a survey of, examining the subject critically; consider & judge carefully
Schedule	Plan & identify the order of actions or events within a set timescale, agenda, calendar, rota, list
Solve	Unravel the issues, work out the answer, decipher & explain
State	Express main points carefully, completely, briefly & clearly; specify
Structure	Organise & arrange ideas/things in a clearly formulated way; construct obvious shape, by a plan with organisation/ composition
Summarise	Give an account/overview of the topic /main points of; make a short general statement about
Synthesise	Consider different materials/views to bring common points together
Tabulate	Put things in a table or chart to show clear results/information
Test	Question & check out material/views; investigate & experiment to assess evidence, try to prove
Translate	Interpret, convert, decode & explain
Use	Employ, apply something, apply & draw on experience, knowledge
Validate	Confirm, authenticate, certify, endorse, support with evidence
Verify	Make sure that something is accurate/true; check; prove that with evidence...