

## A list of common task words

<b>Account for</b>	Give reasons for or explain why something happens.
<b>Analyse</b>	Examine the essential features of something showing relationships between the component parts and how they are related and why they are important.
<b>Classify</b>	Divide into categories or logical parts.
<b>Comment on</b>	Provide a brief account picking out the important points only.
<b>Compare</b>	Express similarities and differences between two or more objects, systems, ideas, arguments or events.
<b>Critically evaluate</b>	Make judgements, both favourable and/or unfavourable, using fair judgement and balanced evidence.
<b>Define</b>	Provide a precise explanation.
<b>Describe</b>	Use words to show appearance, function, process, events or systems. Provide a thorough description, emphasising the most important points. You are not being asked to make judgements.
<b>Distinguish</b>	Highlight the differences between two (possibly confusing) items.
<b>Discuss</b>	Present a point of view and provide a critical account noting the advantages and limitations. You must develop a logical argument.
<b>Evaluate</b>	Give a reasoned account of an issue, stressing both strengths and advantages, and weaknesses and limitations.
<b>Explain</b>	Provide an account of why or how a particular situation occurs, with the aim of clarifying reasons, causes and effects.
<b>Illustrate</b>	Make something clear and explicit by giving examples or evidence.
<b>Justify</b>	Give evidence which supports an argument or idea; show why a decision or conclusions were made.
<b>Review</b>	Provide a well reasoned account describing the whole situation and looking critically at the important points.
<b>Summarise</b>	Provide a brief statement covering the main points. Omit details.