

**Command words used in CPSP-K & APS-K Examinations: A Guide**

<b>Advise</b>	Provide recommendations and offer solutions
<b>Account for</b>	Explain why something happens, clarify, give reasons for...
<b>Analyse</b>	Identify the main points and significant features. <b>Examine critically</b> and/or in great detail.
<b>Assess</b>	Identify the value of, weigh up (See also Evaluate)
<b>Classify</b>	Organize items, events or qualities into categories or into classes or groups that share traits.
<b>Comment on</b>	Identify the main issues, providing reactions and evidence (examples,) to support your points. Avoid personal opinions lacking supporting evidence
<b>Compare</b>	Show similarities between two (or more) things. Indicate relevance, importance and consequence of these similarities
<b>Contrast</b>	Show differences between two (or more) things. Indicate relevance, importance and consequence of these differences. If appropriate, justify why one item/argument may be more convincing or preferred.
<b>Compare and contrast</b>	Show the similarities and differences between two (or more) things
<b>Criticise</b>	Make a judgement – based on and using examples, evidence and reasoning – about the merit of two or more related things: for example, theories, opinions, models, items.
<b>Critically evaluate</b>	Weigh arguments for and against something, indicating and then assessing the strength of the evidence on both sides. Be clear about your criteria for how you judge which side is preferable/more convincing.
<b>Define</b>	Provide the exact meaning or a word, concept or phrase. <b>In CPSP-K part III &amp; IV</b> , you may need to identify other alternative definitions

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	and/or disagreements about the definition
<b>Demonstrate</b>	Show how a concept or thing can be used
<b>Describe</b>	Give the main characteristics or features of something, or give a detailed account of it.
<b>Discuss</b>	Explain and give arguments for and against an issue; consider the implications of. Provide evidence to support your points
<b>Distinguish or differentiate between</b>	Show differences/Emphasize differences in descriptive form
<b>Evaluate</b>	Assess the worth, importance, validity, effectiveness of something using evidence.
<b>Examine</b>	Look in detail...
<b>Explain</b>	Clearly identify why something happens or why it is the way that it is.
<b>Identify</b>	Mention the two or three most important facts about a person or subject area.
<b>Illustrate</b>	Make clear and explicit, usually requiring carefully chosen examples
<b>Interpret</b>	Give the meaning and relevance of
<b>Justify</b>	Provide evidence supporting an argument/point of view/idea. Show why a decision or conclusions are made, considering and exploring objections
<b>List</b>	Enumerate or write down, one by one, several points about a subject (e.g., characteristics, reasons, qualities)
<b>Outline</b>	Give only the main features or points on a topic
<b>Predict</b>	Propose future developments based on theories or past and current events.
<b>Prove</b>	Through support and/or illustration, show why the statement is correct. Use persuasion, logic and reason

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<b>Relate</b>	Show similarities and connections between two or more things
<b>Review</b>	In a critical examination, analyze and comment briefly in organized sequence on the major points of the problem or issue.
<b>State</b>	Give the main features in brief and clear form
<b>Summarise</b>	Draw out the main points only
<b>To what extent</b>	Consider how far something is true and how convincing the evidence is
<b>Trace</b>	Follow the order of different stages in an event or process

Cottrell (2003). *The Study Skills Handbook*. Second Edition. Basingstoke: Palgrave Macmillan

Ellis, Dave (2000). *Becoming a Master Student*. Canadian 3rd ed. Boston: Houghton Mifflin.