



Glossary of key words in the formulation of questions

Note – definitions in the glossary are generic and applicable across all courses. Teachers must note that some terms have a more course specific meaning that derives directly from the content and the language of the course.

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| Account | Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions |
| Advise | Recommend or inform |
| Analyse | Identify components and the relationship between them; draw out and relate implications |
| Apply | Use, utilise, employ in a particular situation |
| Argue | Make a case, based on appropriate evidence, for and/or against some given point of view |
| Assess | Make a judgement of value, quality, outcomes, results or size |
| Calculate | Ascertain/determine from given facts, figures or information |
| Choose (multiple-choice) | Decide or select the most suitable from a number of different options |
| Clarify | Make clear or plain |
| Classify | Arrange or include in classes/categories |
| Comment on | Make reference to and expand upon |
| Compare | Show how things are similar and different |
| Complete | Finish an outlined task |
| Consider | Reflect on and make a judgement/evaluation |
| Construct | Make; build; put together items or arguments |
| Contrast | Show how things are different or opposite |
| Correlate | Demonstrate a mutual or complementary relationship |
| Create | Make, invent something |
| Critically (analyse/evaluate) | Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to analyse/evaluate |
| Debate | Develop a logical (sometimes persuasive) argument, giving differing views in response to a topic |
| Deduce | Draw conclusions |
| Define | State meaning and identify essential qualities |
| Demonstrate | Show by example |
| Describe | Provide characteristics and features |

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| Determine | Decide, find out |
| Discuss | Identify issues and provide points for and/or against |
| Distinguish | Recognise or note/indicate as being distinct or different from; note differences between |
| Draw (diagrams etc.) | An instruction, as in <i>draw a circle</i> |
| Evaluate | To ascertain the value or amount of; appraise carefully |
| Examine | Inquire into |
| Explain | Relate cause and effect; make the relationships between things evident; provide why and/or how |
| Explore | Investigate, search for or evaluate |
| Extract | Choose relevant and/or appropriate details |
| Extrapolate | Infer from what is known |
| Identify | Recognise and name |
| Illustrate | Similar to 'explain' (see above), but requires the quoting of specific examples or statistics or possibly the drawing of maps, graphs, sketches, etc. |
| Interpret | Draw meaning from |
| Investigate | To plan, search or inquire into; examine in order to obtain the true facts |
| Justify | Support an argument or conclusion; give reasons for your statements or comments |
| Label (and annotate) | Identify by placing a name or word used to describe the object or thing |
| List | Provide a series of related words, names, numbers or items that are arranged in order, one after the other |
| Name | Provide a word or term used to identify an object, person, thing, place etc. (something that is known and distinguished from other people or things) |
| Outline | Sketch in general terms; indicate the main features of |
| Predict | Suggest what may happen based on available information |
| Prepare (e.g. in Accounting) | Take the necessary action to put something into a state where it is fit for use or action, or for a particular event or purpose |
| Present (an argument) | Offer or convey something such as an argument or statement to somebody formally; a discussion that offers different points of view on an issue or topic; debate |
| Propose | Put forward (for example, a point of view, idea, argument, suggestion) for consideration or action |
| Recall | Present remembered ideas, facts or experiences |
| Recommend | Provide reasons in favour |
| Recount | Retell a series of events |

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| Respond to ... | Provide an answer; reply |
| Select | Choose somebody or something from among several |
| Show | Give information; illustrate |
| Sketch | A picture or diagram that is done quickly, roughly; a brief outline |
| State | Express the main points of an idea or topic, perhaps in the manner of 'describe' (see above) |
| Summarise | Express, concisely, the relevant details |
| Synthesise | Put together various elements to make a whole; gather all ideas and combine them into a complex whole; combine all parts |