

Action Verbs:

1. **Pick out:**

Choose /select from a text or a document:

- ✓ a statement: copy the sentence as it is.
- ✓ a word /a phrase: we don't copy the whole sentence.

2. **Pose a problem:**

The problem is a question. It ends with a question mark?

3. **Formulate a hypothesis:**

Hypothesis is a single logical sentence.

Note:

- ✓ Don't use "since" and "because" in the hypothesis (don't explain).
- ✓ Use words such as: stimulate /provoke /cause /enhance /inhibit /stop/reduce /block.

4. **Describe:**

- ✓ Write all given information (condition/result).
- ✓ Don't explain.

- ✓ Don't add any extra information.
- ✓ Don't omit any given information.
- ✓ Don't write a conclusion.
- ✓ Use the passive voice.
- ✓ Use connectors: such as, at the beginning, next, later, followed by, while, but.
- ✓ Don't list in steps.
- ✓ Follow the chronological order.

5. **Indicate:**

Write the answer only.

6. **Name:**

Write the name only.

7. **Draw out:**

We only write the conclusion without any reason (no analysis)

8. **Specify:**

Answer (indicate) + justify (logical reasoning/ analysis of document/ knowledge).

9. **Determine/ identify:**

Justify then indicate.

10. **Deduce:**

Brief analysis + conclusion.

11. Analyze:

- ✓ Analyze an experiment: relation between conditions and results. (use connectors).
- ✓ Analyze a graph: use increase –decrease or remains constant.
- ✓ Don't stop at each point, only choose sharp points.
- ✓ Use connectors.
- ✓ If there is more than one curve on the graph, then we do comparative analysis.
- ✓ Connectors: while, but, however, whereas.

12. Sharp points:

Points that the curve change at.

13. Interpret:

Analyze +significance (meaning –local conclusion) use this implies that, this indicates that, thus.

14. Predict:

Brief reasoning +prediction

15. Convert table into graph (bar graph/ line graph):

- ✓ Title
- ✓ Label of x-axis and y-axis.
- ✓ Scale
- ✓ Legend if there are 2 curves.

