

## Glossary of Terms for Essay and Exam Use

<b>Account</b>	Explain, give reasons for clarify
<b>Analyse</b>	Break down into component parts, study critically
<b>Apply</b>	Relate to, using relevant/appropriate information
<b>Appraise</b>	Determine the work, value or quality of
<b>Argue</b>	Prove by presenting reasons, representing the case for and against
<b>Assess</b>	Estimate/determine the value of
<b>Categorise</b>	Place in a class/group with qualities in common
<b>Classify</b>	Arrange in order, class
<b>Compare</b>	Look for similarities and differences, perhaps reach conclusions about which is preferable and justify this clearly
<b>Compile</b>	Collect and arrange information from various sources
<b>Contrast</b>	Bring out/show differences by setting in opposition
<b>Compare and contrast</b>	Find some points of common ground between x and y and show where there is contrast or how they differ
<b>Criticise</b>	Make judgment based on evidence of reasoning
<b>Defend</b>	Support/uphold by argument
<b>Design</b>	Work out the structure or form of something
<b>Demonstrate</b>	Show/prove by reasoning of evidence
<b>Describe</b>	Give an account of, write in detail about
<b>Devise</b>	Compose, work out
<b>Discuss</b>	Investigate or examine by argument and Debate, giving reasons for and against
<b>Distinguish</b>	Present the essential features of two or more items which make them different from each other
<b>Evaluate</b>	Make an appraisal/judgment of value, validity or effectiveness
<b>Examine</b>	Present in depth and look at implications.
<b>Explain</b>	Give details about how and why
<b>Formulate</b>	Plan or describe precisely and clearly
<b>Illustrate</b>	Make clear and explicit, using carefully chose examples, figures, diagrams
<b>Implement</b>	Carry out, perform, fulfil, put into effect
<b>Justify</b>	Show adequate grounds for decisions or conclusions
<b>List</b>	Enumerate, a brief item-by-item record
<b>Outline</b>	Give a summary/overview
<b>Plan</b>	Write out the method/steps necessary and the means to proceed
<b>Relate</b>	Show how things are connected and to what extent they are alike or affect each other
<b>Select</b>	Pick out as most suitable
<b>State</b>	Present in a brief, clear way
<b>Synthesise</b>	Create reshape ideas into an original piece of work
<b>Summarise</b>	Give a concise clear review account of
<b>Trace</b>	Follow the course or track and make a plan of