Meaning of words

Throughout this module, we communicate learning outcomes and self-assessment criteria phrased in terms of what you should be able to do. This process involves the use of action words, which are typically verbs or phrases containing verbs, describing what the student is expected to do in the learning activity. It is our objective to ensure that the words we use to indicate a requirement clearly state what you have to do, and you should also ensure that you clearly understand the requirements that are conveyed by the range of words that we will use in the study material for this module.

We list below (in alphabetical order) examples of some of the action words that you will come across in this module, together with their meanings for the purposes of this module.

Advise	Give advice; express an opinion as an expert
Apply	Make use of in a practical sense; use where relevant or appropriate
Calculate	Ascertain by mathematical procedure/exact reckoning
Compare	examine in order to observe resemblances, relationships and differences
Complete	Finish/add what is required
Define	State precisely the meaning/ scope/total character of; make clear (especially the outline of); give a concise description of the distinguishing features of
Describe	Give clearly the distinguishing details or essential characteristics of
Determine	Decide; come to a conclusion/make a decision include reasoning
Discuss	Examine/consider the opposing arguments
Draft	Prepare a preliminary version of
Examine	Investigate carefully/in detail
Explain	Set out the meaning of something; clarify the

	meaning, provide supporting evidence; argue the truth of something
Identify	Establish by consideration, select, recognise
Illustrate	Explain, clarify by means of an example to illustrate the nature, meaning and importance of something (see explain)
Interpret	Convey/explain/set out in detail the nature/meaning/significance of
List	Record/itemise names or things belonging to a class
Mention/Name/State	Specify by name; cite names, characteristics, items, elements or facts
Motivate	Cite facts/reasons as support for a viewpoint or argument and conclude
Organise	Arrange in an orderly structure/sequence; place into classes/groups according to certain criteria
Prepare	Make ready/complete; make something ready on the basis of previous study
Record	Put in writing; set down for reference and retention
Summarise	Give a condensed version of; state the key aspects of
Tabulate	Arrange/organise in table form