

Exam command words.

Command word	What you have to do in your answer.	Handy hints to help.
Calculate	Use the numbers given in the question to work out the answer.	Always show your working out and include units
Compare	Describe the similarities and/or differences between two things in the question.	Use comparative words such as 'however,' 'whereas,' 'but,' or 'on the other hand.'
Complete	Answers should be written in the spaces provided e.g. in a table, a graph or in spaces in sentences.	Sometimes the words will come from a list given to you. Always check if you can use the same word twice.
Describe	Give a description of something – what it is it like?	Try to use subject specific words.
Discuss	Consider all the issues raised in the question. Show what you know about them.	After you have done this, you may need to come to a judgement on which is best and why.
Evaluate	Describe the advantages and disadvantages of something.	Use comparative words like 'better than,' 'more than,' 'less than,' 'quicker,' 'more expensive.'
Explain	Give the reasons why or how something has happened.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
Justify	Give your reasons why you believe something.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
List	You only need to write the correct answers with no explanation needed.	Always check how many things need to be in your list and make sure you 'beat' that number with your list.
Outline	Only give the main key facts about the topic.	Check how many marks this question is worth. It is likely to be a small number of marks so you only need a short answer and you won't need to go into too much detail.
State / give / name.	Simply give the answer. Only a short answer is required unless the questions asks for a further explanation.	Always check how many things you have to state / give / name. If it says 'state two...' then make sure you give at least two or you will lose easy marks.
Suggest	You need to apply what you know and come to the answer that you think is correct.	Useful words are 'may,' 'might,' 'could' and 'I think that.'
Use the information in the paragraph / diagram / graph / table to...	The answer must be based on the information you have been given in the question.	Unless the question says otherwise, you don't need to use any other knowledge than what has been given to you in the question.

Contrast connectives <ul style="list-style-type: none"> • However • On the other hand • Conversely • In contrast 	Addition connectives <ul style="list-style-type: none"> • Also • Furthermore • Moreover • In addition.
Cause and effect <ul style="list-style-type: none"> • Because • Therefore • Consequently • As a result of... 	Comparing <ul style="list-style-type: none"> • Similar(ly) • Likewise • As with... • Equally

Exam command words: Heads and Tails.

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Complete	You only need to write the correct answers with no explanation needed.	Always check how many things need to be in your list and make sure you 'beat' that number with your list.
Describe	Only give the main key facts about the topic.	Check how many marks this question is worth. It is likely to be a small number of marks so you only need a short answer and you won't need to go into too much detail.
Discuss	Use the numbers given in the question to work out the answer.	Always show your working out and include units
Evaluate	Give your reasons why you believe something.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
Explain	Simply give the answer. Only a short answer is required unless the questions asks for a further explanation.	Always check how many things you have to state / give / name. If it says 'state two...' then make sure you give at least two or you will lose easy marks.
Justify	You need to apply what you know and come to the answer that you think is correct.	Useful words are 'may,' 'might,' 'could' and 'I think that.'
List	Describe the similarities and/or differences between two things in the question.	Use comparative words such as 'however,' 'whereas,' 'but,' or 'on the other hand.'
Outline	The answer must be based on the information you have been given in the question.	Unless the question says otherwise, you don't need to use any other knowledge than what has been given to you in the question.
State / give / name.	Answers should be written in the spaces provided e.g. in a table, a graph or in spaces in sentences.	Sometimes the words will come from a list given to you. Always check if you can use the same word twice.
Suggest	Give the reasons why or how something has happened.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
Use the information in the paragraph / diagram / graph / table to...	Consider all the issues raised in the question. Show what you know about them.	After you have done this, you may need to come to a judgement on which is best and why.