

## Exam command words.

Command word	What you have to do in your answer.	Handy hints to help.
<b>Calculate</b>	Use the numbers given in the question to work out the answer.	Always show your working out and include units
<b>Compare</b>	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.'
<b>Complete</b>	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.
<b>Describe</b>	Give a description of something – what it is like?	Try to use subject specific words.
<b>Discuss</b>	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.
<b>Evaluate</b>	Describe the advantages and disadvantages of something.	Use comparative words like 'better than,' 'more than,' 'less than,' 'quicker,' 'more expensive.'
<b>Explain</b>	Give the reasons why or how something has happened.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
<b>Justify</b>	Give your reasons why you believe something.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
<b>List</b>	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.
<b>Outline</b>	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.
<b>State / give / name.</b>	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.
<b>Suggest</b>	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.'
<b>Use the information in the paragraph / diagram / graph / table to...</b>	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.

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

## Exam command words: Heads and Tails.

Command word	What you have to do in your answer.	Handy hints to help.
<b>Calculate</b>	Give a description of something – what it is it like?	Try to use subject specific words.
<b>Compare</b>	Describe the advantages and disadvantages of something.	Use comparative words like 'better than,' 'more than,' 'less than,' 'quicker,' 'more expensive.'
<b>Complete</b>	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.
<b>Describe</b>	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.
<b>Discuss</b>	Use the numbers given in the question to work out the answer.	Always show your working out and include units
<b>Evaluate</b>	Give your reasons why you believe something.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
<b>Explain</b>	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.
<b>Justify</b>	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.'
<b>List</b>	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.'
<b>Outline</b>	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.
<b>State / give / name.</b>	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.
<b>Suggest</b>	Give the reasons why or how something has happened.	Use linking words like so,' 'therefore,' 'because,' 'due to,' 'since,' 'this means that.'
<b>Use the information in the paragraph / diagram / graph / table to...</b>	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.