**COMMAND WORDS**

* **State** - *listing* would be acceptable here.
* **Suggest** - more than just naming or stating.  Put forward a *recommendation* or *advise* on a possible course of action.
* **Outline** - *Identify key features* and provide a *brief description* where appropriate.
* **Describe** - *Give a thorough description* *and* *use examples* where possible as part of the description.
* **Explain** - *Give a definition and then an example* as to how/why something may or may not be affected eg “because”, “this means that”, “so that”, “this will lead to”, “as a result”
* **Discuss** - Give *advantages and disadvantages* where possible.  *Use examples* to expand your answer, and if possible *give a conclusion* to your answer.
* **Compare** - You must be able to compare the similarities or differences between the items, again giving a conclusion if necessary.  Key words that could be used as part of your answer are "***whereas***", "***however***", "***on the other hand***", "***both* *have***" etc.
* **Justify** - You must be able to *give reasons why* a certain course of action is being taken.
* **Implications** - You should be able to state what the *likely outcome of a particular action* will be in the longer term, either to an individual or the organisation.
* **Consequences** - You must be able to identify the *initial impact* of the action being followed.