

3.

Maximise the marks
available in the EXAM

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Question Command words

Do you know what the questions are asking you to do?

- All **command words** link directly to the mark scheme for the question.
- A command word will also tell you **what you have to do** with the information.
- Most marks in an exam are lost because a pupil is **not answering the question** that has been asked.
- Some subjects have very **specific requirements** for a command word.

On the next 3 pages the most common command words have been listed with their definitions. However, it is possible that in some subjects the meaning is slightly different. Therefore, use the space provided next to each command word to add any **subject-specific notes** about how to interpret each command word.

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COMMAND WORD	MEANING OF THE COMMAND WORD
Analyse	show the main ideas, how are they interrelated and how they are important; pay attention to detail
Assess	describe the strengths and weaknesses; give opinions
Clarify	make simple and clear
Comment on	give your point of view or opinion
Compare	look for similarities and differences
Contrast	indicate the differences

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Criticise	give your opinion of a topic indicating both good and bad <i>points</i>
Demonstrate	use examples
Describe	give a detailed picture in words
Discuss	outline the details and give all sides of the argument usually coming to a conclusion
Evaluate	give advantages and disadvantages followed by your opinion
Examine	discuss in detail followed by an opinion
Explain	make the information clear by giving reasons for it

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Interpret	explain what something means, make something clear
Justify	give reasons for accepting a particular opinion or statement, possibly give an argument
Outline	explain the main ideas and show how they are interrelated -doesn't require too much detail
Relate	show the connections between things, show similarities
Review	give a summary or survey of a topic and identify the main points
State	give the main points of a topic clearly but briefly
Summarise	give the main features of an argument

Get *SET* in every subject!

Successful *Exam Technique* (SET)

could make the difference between one grade and another.

Know how to **maximise** your marks in the exam.

Read and learn the *5 SET Plans to Success / SET Plans to Succeed*



5 SET Plan to Success in

1) Read the question carefully - identify what information you need to use.

What is it asking you to do?

Read through information / graphs / data / articles carefully.

2) Highlight the command word in the question.

How do you answer this type of question?

3) Highlight the focus / keywords in the question.

What knowledge / content do you need to include in your answer?

4) Look at the number of marks awarded for the question.

How many points do you need to make?

Be sure to include enough detail to answer the question thoroughly.

5) Look carefully at how much time you have.

How much do you need to write?