

THE BIGGEST PROBLEM ON ASSIGNMENTS/EXAMS:

Not knowing what the Question is Asking You to Do

Key Word	Explanation
Apply a Principle	Show how a principle works, through an example.
Comment	Discuss Briefly.
Compare	Emphasize similarities, but also present differences.
Contrast	Give differences only.
Criticize	Give your judgment of good points and limitations, with evidence
Define	Give meanings, but no details.
Demonstrate	Show or prove an opinion, evaluation, or judgment.
Describe	State the particulars in detail.
Diagram	Show a drawing with labels.
Differentiate	Show how two things are different.
Discuss	Give reasons pro and con, with details.
Distinguish	Show main differences between two things.
Enumerate	List the points.
Evaluate	Discuss advantages and disadvantages, with your opinion.
Explain	Give reasons for happenings or situations.
Give Cause and Effect	Describe the steps that lead to an event or situation.
Give an Example	Give a concrete example from your book or experience.
Identify	List and describe.
Illustrate	Give an example.
Interpret	State the meaning in simpler terms, using your judgment.
Justify	Prove or give reasons.
List	List without details.
Outline	Make a short summary with headings and subheadings.
Prove	Give evidence and reasons.
Purpose	How something fulfills an overall design.
Relate	Show how things interconnect.
Relationship	Connection between events, the linkage.
Review	Show main points or events in summary form.
Show	List your evidence in order of time, importance, logic.
Solve	Come up with a solution based on given facts or your knowledge.
State	List main points briefly without details.
Summarize	Organize and bring together the main points only.
Support	Back up a statement with facts and proof.
Trace	Give main points from beginning to end of an event.

Note: Explanation of key words in Exam Questions or Assignments. Adapted from *How to Study in College, 4th ed.* (p. 294) by Walter Pauk, 1988, Boston, MA: Houghton Mifflin Company. Copyright 1988 by Houghton Mifflin Company.

READING AND STUDYING A TEXTBOOK

6-Step Worksheet

Goal 1: Preview Text

Goal 2: Survey Chapter

Goal 3: Set Your Purpose

Goal 4: Read

_____ Section-by-Section

_____ Paragraph-by-Paragraph

Goal 5: CHECK YOUR COMPREHENSION

_____ Reread:

_____ Answer Questions:

_____ Take Separate Notes:

_____ Underline or Highlight:

_____ Mark in the Margins:

Goal 6: Recite

Goal 7: Review
