

Activity 2

Match the command to the definition provided.

Command words:

Comment

State

Recommend

Complete

Define

Evaluate

Explain

Identify

Calculate

Prepare

Command word	Definition
	This will involve working out a numerical problem using mathematical processes and formulae, showing relevant working.
	This requires the completion of a table or structure. This may include a calculation which will then be required to fill the incomplete table/structure
	This will involve reviewing information and then bringing it together to form a conclusion, drawing on evidence including strengths, weaknesses, alternative actions, relevant data or information. A supported judgement/decision will be reached in relation to its context.
	This requires a linked justification/exemplification of a point.
	To state the precise meaning of an accounting term and/or provide a description.
	This will involve arranging financial information into a standard format.
	This will involve suggesting a solution/decision by reviewing information from a scenario and providing a justification/exemplification for that choice
	This requires the recall of one or more pieces of information.
	This requires information to be selected from a range of possibilities, list or given stimulus.
	The answer must include a simple statement based on the scenario and also a summary of why/how that statement is important to the scenario.

Command word	Definition
Calculate	This will involve working out a numerical problem using mathematical processes and formulae, showing relevant working.
Complete	This requires the completion of a table or structure. This may include a calculation which will then be required to fill the incomplete table/structure
Evaluate	This will involve reviewing information and then bringing it together to form a conclusion, drawing on evidence including strengths, weaknesses, alternative actions, relevant data or information. A supported judgement/decision will be reached in relation to its context.
Explain	This requires a linked justification/exemplification of a point.
Define	To state the precise meaning of an accounting term and/or provide a description.
Prepare	This will involve arranging financial information into a standard format.
Recommend	This will involve suggesting a solution/decision by reviewing information from a scenario and providing a justification/exemplification for that choice
State	This requires the recall of one or more pieces of information.
Identify	This requires information to be selected from a range of possibilities, list or given stimulus.
Comment	The answer must include a simple statement based on the scenario and also a summary of why/how that statement is important to the scenario.