

Pearson LCCI Level 3 Certificate in Accounting - Command verbs

Taxonomies

Each subject should have an agreed taxonomy defined together with the expectations of candidates when answering these command words. Writers should adhere to this agreed taxonomy throughout.

Give State Name Define	Provide a definition according to published frameworks / legislation.
Describe	Give an account of something including a series of features / points / trends / factors.
Explain	Provide sufficient detail and/or understanding in responses. Learners use linkage words such as 'therefore', 'so that' and 'because' to expand on the initial point made.
Analyse	Provide a detailed understanding in responses which may require learners to use linkage words such as 'therefore', 'so that' and 'because'. Learners will recognise patterns by applying concepts and make connections to predict consequences.
Calculate	Work out a numerical problem, showing how they arrived at their answer. Use appropriate processes in their response.
Analyse Advise Evaluate	Examine in detail to discover the meaning or essential features of a theme, topic or situation; break something down into its components; examine factors methodically and in detail, identify separate factors, say how they are related and how each one contributes to the topic to make judgements about significance of information collected.
Complete Enter Show	Accurately input figures or information into a specific format, e.g. a table.
Prepare	Prepare a financial statement (e.g. Accounts, Statement of Financial Position or Statement of Profit or Loss) in accordance with the relevant international financial reporting standards.