

Pearson LCCI Level 1 Certificate in Bookkeeping and 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	A question assessing factual information, a single word but sometimes a few words are required to a maximum of a single sentence
Prepare	Number of stages to complete in the preparation of financial statement, accurately inputting figures
Calculate	Work out a numerical problem, showing how they arrived at their answer using statistical processes or formulae. Use appropriate processes in their response.
Explain	More detail and/or understanding in responses. Learners use linkage words such as 'therefore', 'so that' and 'because'
Complete	The inclusion of factual information into a specific format, i.e. a table