

KEY-WORDS USED IN ESSAY QUESTIONS

ANALYZE	Divide into parts and show the relationship among the parts.
COMPARE	When you are asked to compare, you should examine qualities, or characteristics, in order to discover resemblance's. The term <u>compare</u> is usually stated as <u>compare with</u> , and it implies that you are to emphasize similarities, although differences may be mentioned.
CONTRAST	When you are instructed to contrast, you should stress dissimilarities, differences, or unlikeness of associated things, qualities, events, or problems.
CRITICIZE	In a <u>criticism</u> you should express your <u>judgement</u> with respect to the correctness or merit of the factors under consideration. You are expected to give the result of your own analysis and to discuss both limitations and good points.
DEFINE	<u>Definitions</u> call for concise, clear, authoritative meanings. In such statements, elaborate details are seldom required, but boundaries or limitations of the definition should be cited.
DESCRIBE	Tell in detail about something, giving its particular characteristics and qualities.
DIAGRAM	In a question which specifies a diagram, you should present a <u>drawing</u> , <u>chart</u> , <u>plan</u> , or other <u>graphic representation</u> in your answer. Generally the student is also expected to label the diagram and in some cases to add a brief explanation or description of it.
DISCUSS	The term <u>discuss</u> , which appears often in essay questions, directs you to examine, analyze carefully, and present considerations pro and con regarding the problems or items involved. This type of question calls for a complete and detailed answer.
ENUMERATE	The word <u>enumerate</u> specifies a <u>list</u> or outline form of reply. In such a question you should recount, one by one, <u>in concise form</u> , the points required.
EVALUATE	In an evaluation question you are expected to present a careful <u>appraisal</u> , stressing both advantages and limitations. Evaluation implies authoritative and, in a lesser degree, personal appraisal. Thus you are expected to make a value judgement on the subject.
EXPLAIN	In explanatory answers it is imperative that you <u>clarify</u> , <u>elucidate</u> , and <u>interpret</u> the material you present. In such an answer it is best to state the "how" and "why," reconcile any differences in opinion or experimental results, and, where possible, state causes. The aim is to make plain the conditions, which give rise to whatever you are examining.

ILLUSTRATE	A question which asks you to illustrate usually requires you to explain or clarify your answer to the problem by presenting a figure, diagram, or <u>concrete example</u> .
INTERPRET	An interpretation question is similar to one requiring <u>explanation</u> . You are expected to translate, exemplify, solve or comment upon the subject and usually to give your judgement or reaction to the problem.
JUSTIFY	When you are instructed to justify your answer, you must prove your thesis or show grounds for decisions. In such an answer, <u>evidence</u> should be presented in convincing form.
LIST	Listing is similar to <u>enumeration</u> . You are expected in such questions to present an itemized series or tabulation. Such answers should always be concise.
OUTLINE	An outline answer is organized description. You should give main points and essential supplementary materials, omit minor details, and present the information in a systematic arrangement or classification.
PROVE	A question, which requires proof is one which demands <u>confirmation or verification</u> . In such discussions you should establish something with certainty, by evaluating and citing experimental evidence, or by logical reasoning, with sufficient examples.
RELATE	In a question which asks you to show the <u>relationship</u> between concepts, you should emphasize connections and associations, usually in descriptive form.
REVIEW	A review usually specifies a <u>critical examination</u> . You should analyze and comment briefly, in organization sequence, upon the major points of the problem.
STATE	In questions, which direct you to specify, give, state, or present, you are called upon to express the high points in brief, clear form. Details and examples may be omitted.
SUMMARIZE	When you are asked to summarize or present a summary, you should give in condensed form the main points or facts.
TRACE	When a question asks you to trace a course of events, you are to give a description of progress, historical sequence, or development from the point of origin. Such questions may call for probing or for deductions.