



FACULTY OF  
BUSINESS &  
ECONOMICS

# Helpsheet

## Giblin Eunson Library

### TASK WORDS

Use this sheet to help you:

- understand the precise meanings of 28 common task words

### 5 minute self test

How many task words can you find? (There are 18). Warning: Words can go diagonally and backwards! One has been done for you.

C	R	C	M	T	W	E	T	C	I	D	Y	R	H	Z
X	R	I	O	E	R	S	Q	N	H	S	F	L	I	R
E	C	I	I	M	A	A	T	D	U	C	I	I	U	M
F	B	V	T	R	P	E	C	G	E	T	T	Q	A	L
R	E	I	T	I	R	A	G	E	X	C	N	B	F	U
R	F	N	R	P	C	E	R	T	P	A	E	O	Y	M
D	O	F	R	C	S	I	E	E	L	L	D	V	R	H
C	O	E	N	T	S	P	S	N	A	C	I	W	G	M
Y	T	J	H	V	K	E	Q	E	I	U	S	C	O	T
<b>A</b>	<b>N</b>	<b>A</b>	<b>L</b>	<b>Y</b>	<b>S</b>	<b>E</b>	D	Z	N	L	Y	I	U	E
I	L	L	U	S	T	R	A	T	E	A	T	E	N	N
E	N	I	M	A	X	E	J	K	C	T	R	U	F	I
S	T	A	T	E	C	T	T	A	B	E	C	H	O	F
B	G	W	I	H	E	T	A	U	L	A	V	E	P	E
V	T	G	L	J	W	X	O	Z	K	G	W	K	P	D

## Introduction

It is essential for you to understand of the precise meanings of task (or “direction”) words. You will encounter these words in tutorials, in tasks and in examinations.

**Activity: Read the questions below. Are you entirely familiar with the task words in them?**

1. *Discuss* the role of actuaries in the insurance industry.
2. *Analyse* three models of marketing. Which one best fits small business?
3. *Trace* the history of accounting practices. Show how these methods have been adopted in modern industry.
4. *Evaluate* the contribution of economic theories to raising living standards in rural areas.
5. *Compare* and contrast the Marxist account of society and social change with the capitalist account. Which is more plausible?

If you don't know the precise meanings of task words such as these, you will become stuck!

## Activity: Match the task words and definitions

(This is very difficult. Some of the meanings are very close. Use your dictionary!)

1. State	a. Look at similarities and differences
2. Summarise	b. Work out exactly
3. Analyse	c. Give a brief summary, give the main features
4. Compare	d. Give reasons for, explain
5. Define	e. Give your judgement about the merits of theories or opinions and back your judgements by discussing the evidence
6. Evaluate	f. Show or explain the differences between
7. Determine	g. Investigate every aspect of, inquire into, tell points for and against and reach some conclusion of your own
8. Explain	h. Give some ideas about, make a suggestion
9. Criticise	i. Work out an approximate /rough figure or judgement

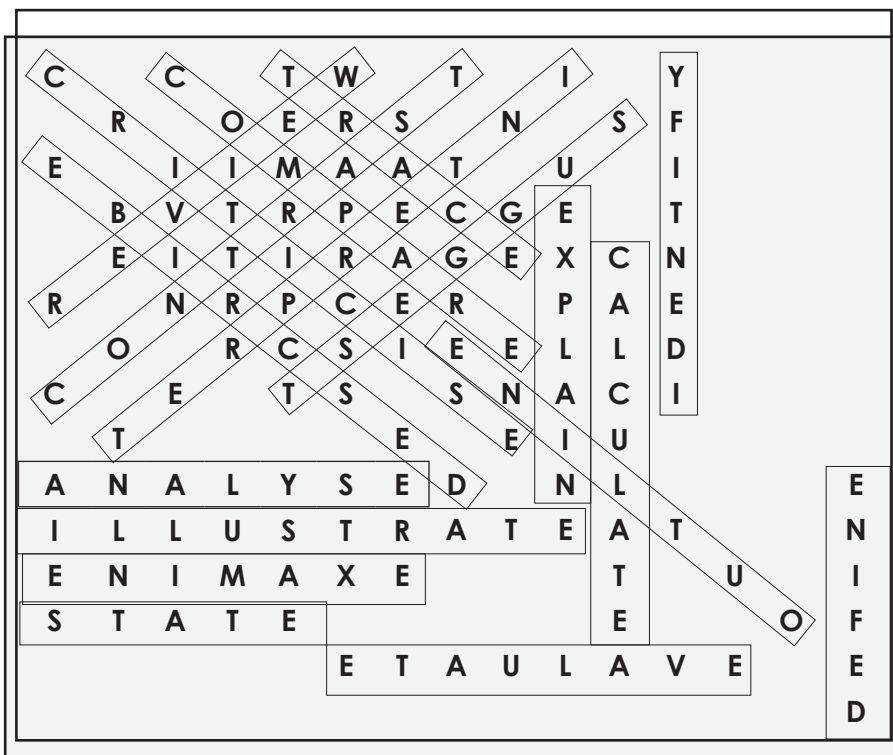
# TASK WORDS



10. Describe	j. Present, say or write
11. Justify	k. Give a listing, number
12. Calculate	l. To give the meaning of, and usually, to give your own judgement also
13. Enumerate	m. Work out by reasoning or deduction (from general to specific)
14. Identify	n. Give an explanation of, give details of, give the meaning of, interpret, make plain
15. Account for	o. Look at thoroughly, inquire into
16. Suggest	p. Tell about, give a description of; a detailed account of something (no need for opinion or evaluation)
17. Examine	q. Describe, give a list of reasons for something
18. Discuss	r. Bring out the differences between two things, compare by showing the differences
19. Distinguish between	s. Establish or say what it is, distinguish from other items, point out
20. Contrast	t. Come to conclusions about after calculations/discussion
21. Estimate	u. Present the main points briefly
22. Outline	v. Judge the worth or value of something
23. Give an account of	w. Make clear by use of examples, or use a diagram to explain something
24. Derive	x. Show adequate grounds for decisions and conclusions
25. Illustrate	y. Examine something carefully to discover meaning, key features etc.
26. Review	z. Narrate or tell about, show how things are connected to each other and to what extent they are alike
27. Trace	aa. Make a survey of a subject by examining it critically
28. Relate	bb. Follow the development of a something from a particular point in time
29. Interpret	cc. Explain the exact meaning of

## Answers

### 5 Minute Self Test



#### (Over,Down,Direction)

- |                   |                    |
|-------------------|--------------------|
| ANALYSE(1,10,E)   | EXPLAIN(10,4,S)    |
| CALCULATE(11,5,S) | IDENTIFY(12,8,N)   |
| COMPARE(3,1,SE)   | ILLUSTRATE(1,11,E) |
| CONTRAST(1,8,NE)  | INTERPRET(10,1,SW) |
| CRITICISE(1,1,SE) | OUTLINE(14,13,NW)  |
| DEFINE(15,15,N)   | REVIEW(1,6,NE)     |
| DESCRIBE(8,10,NW) | STATE(1,13,E)      |
| EVALUATE(13,14,W) | SUGGEST(11,2,SW)   |
| EXAMINE(7,12,W)   | TRACE(5,1,SE)      |

## Answers Main Activity

State	Present, say or write
Summarise	Present the main points briefly
Analyse	Examine something carefully to discover meaning, key features etc.
Compare	Look at the similarities and differences
Define	Explain the exact meaning
Evaluate	Judge the worth or value of something
Determine	Come to conclusions about after calculations or discussion
Explain	Give an explanation of, give details of, make plain
Criticise	Give your judgement about the merits of theories or opinions and back your judgements by discussing the evidence
Describe	Tell about, give a detailed account of something (no need for your opinion)
Justify	Show adequate grounds for decisions and conclusions
Calculate	Work out exactly
Enumerate	Give a listing, number
Identify	Establish or say what it is, distinguish from other items, point out
Account for	Give reasons for
Suggest	Give ideas about, make a suggestion
Examine	Look at thoroughly, inquire into
Discuss	Investigate every aspect of, inquire into, tell points for an against and reach some conclusion of your own
Distinguish between	Show or explain the difference between
Contrast	Bring out the differences between two things, compare by showing the differences
Estimate	Work out an approximate or rough figure or judgement

## Answers

### Main Activity -continued

Outline	Give a brief summary, give the main features
Give an account of	Describe, give a list of reasons for something
Derive	Work out by reasoning or deduction (from general to specific)
Illustrate	Make clear by use of examples, or use a diagram to explain something
Review	Make a survey of a subject and examine critically
Trace	Follow the development of a something from a particular point in time
Relate	Narrate or tell about, show how things are connected to each other and to what extent they are alike
Interpret	Clarify, or explain the meaning of, and usually, to give your judgement also