

## Peer Learning Essay Planning Workshop: List of Key Procedure Words

<b>Account for</b>	Give a good explanation of something and evaluate (possible) causes/reasons.
<b>Analyse</b>	Examine a topic or issue by dividing it into component parts. For each part you should: identify important points and key features; discuss each point and show how they interrelate; form judgements about each part and the whole i.e. strengths and weaknesses, pros and cons, research for and against, causes and effects. Draw a reasoned conclusion based upon the evidence you present.
<b>Argue</b>	Make a case, based on appropriate evidence for and / or against something, making sure that your case is logically structured.
<b>Assess</b>	Judge the significance, value or importance of something. Pay due attention to positive, negative and disputable aspects, and refer to the special knowledge and judgements of experts as well as your own. Draw a reasoned conclusion based upon the evidence you have presented.
<b>Comment on</b>	Rather vague. Usually means something more than giving your own opinion about something and more likely implies 'analyse' or 'assess'. At the very least, what you say should be supported by reasons and evidence.
<b>Compare</b>	Identify the characteristics or qualities two or more things have in common. You should probably emphasise points of difference as well.
<b>Contrast</b>	Explore the differences between two things. You should probably emphasise points of similarity as well.
<b>Criticise</b>	Give your judgements about the good and/or bad qualities of theories/opinions. Support your decisions with reasons & evidence indicating the criteria on which you base your judgement. Cite specific instances of how the criteria apply in this case.
<b>Define</b>	Explain the exact meaning of a word or phrase, giving sufficient detail to enable it to be distinguished from other similar words/phrases/ideas. Where relevant show that you understand why the definition may be problematic.

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<b>Describe</b>	Give a full account or detailed representation of something. Spell out the main aspects of a topic or idea, or the sequence in which a series of events happened.
<b>Discuss</b>	Consider something by writing about its most important aspects from different points of view. Give arguments for and against, provide supporting evidence, and consider the implications of what you say. Draw a reasoned conclusion based upon the evidence you have presented.
<b>Evaluate</b>	Judge the significance, value or importance of something. Pay due attention to positive, negative and disputable aspects, and refer to the special knowledge and judgements of experts as well as your own. Draw a reasoned conclusion based upon the evidence you have presented.
<b>Explain</b>	Give reasons for or account for something. Similar to 'Describe'.
<b>Identify</b>	Pick out what you regard as the key features of something. You should make clear the criteria you use in doing so.
<b>Illustrate</b>	Give reasons for or account for something with the addition of examples, statistics or diagrams to provide 'illustrative' examples.
<b>Interpret</b>	Give the meaning to and explain the relevance of data or other material presented.
<b>Justify</b>	Express valid reasons for accepting a particular interpretation, decision or conclusion, probably including the need to 'argue' a case through consideration of the objections others might make.
<b>List</b>	Mention items separately in order.

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<b>Outline</b>	Indicate the main features, facts, or general idea of a topic and place in a clear structure or framework to show how they interrelate.
<b>Prove</b>	Demonstrate something is accurate, true or valid by using facts, evidence, documents and/or other information to build your case in a logical sequence of statements leading from evidence to conclusion.
<b>Reconcile</b>	Show how apparently conflicting ideas or propositions can be seen to be similar in important respects. Involves the need to 'analyse' and 'justify'.
<b>Relate</b>	Establish how things are connected or associated in a cause and effect sense.
<b>Review</b>	Survey a topic and assess it critically.
<b>Show</b>	Explain something giving evidence or examples to establish a strong case.
<b>State</b>	Express the main points of an idea or topic clearly and concisely.
<b>Summarise</b>	Give a brief, concise account of the main points of an argument, leaving out superfluous details and side-issues.
<b>Trace</b>	Follow either the causes and effects of something, or the stages in development of something, over a period of time.