**Keywords: commonly found on tests**

**ANALYZE**- Break into separate parts & examine, discuss or interpret each part.

**COMPARE**- Examine two or more things. Identify similarities and differences. Comparisons generally ask for similarities more than differences. (See CONTRAST).

**CONTRAST**- Show differences. Set in opposition.

**CRITICIZE**- Make judgments. Evaluate comparative worth. Criticism often involves analysis.

**DEFINE**- Give the meaning, usually a meaning specific to the course or subject. Determine the precise limits of the term to be defined. Explain the exact meaning. Definitions are usually short.

**DESCRIBE**- Give a detailed account. Make a picture with words. List characteristics, qualities & parts.

**DISCUSS**- Consider & debate or argue the pros and cons of an issue. Write about any conflict. Compare & Contrast.

**ENUMERATE**- List several ideas, aspects, events, things, qualities, reasons, etc.

**EVALUATE**- Give your opinion of an expert. Include evidence to support the evaluation.

**ILLUSTRATE**- Give concrete examples. Explain clearly by using comparisons or examples.

**INTERPRET**- Comment upon, give examples, describe relationships. Explain the meaning. Describe, then evaluate.

**OUTLINE**- Describe the main ideas, characteristics, or events. (Does not mean "write a Roman numeral/letter outline."")

**PROVE**- Support with facts (especially facts presented in class or in the text).

**STATE**- Explain precisely.

**SUMMARIZE**- Give a brief, condensed account. Include conclusions. Avoid unnecessary details.

**TRACE**- Show the order of events or progress of a subject or event.