

**ANALYZE – to**  
**divide the idea**  
**into parts; show**  
**how the parts are**  
**related**

**COMPARE – to tell**

**what is similar**

**about two or**

**more subjects**

**CONTRAST – to**

**tell what is**

**different about**

**two or more**

**subjects**

**DEFINE – to give  
the meaning of  
the term in the  
context of the  
subject matter**

**DESCRIBE – to  
write a detailed  
account of the  
subject**

**DISCUSS – to  
examine a topic  
carefully and  
completely; present  
pro and con  
perspectives**

**EXPLAIN – to  
interpret the  
material in a  
clear, thorough  
manner**

**LIST – to present  
the information in  
bits; go point by  
point, and be  
concise**

**OUTLINE – to give  
a brief, to-the-point  
overview of the  
topic in an orderly,  
structured manner**

**REVIEW – to**  
**thoroughly cover the**  
**major points of a**  
**topic; organize**  
**information in**  
**sequence**

**STATE – to tell in  
a straightforward,  
brief manner**

**SUMMARIZE – to**

**give the basic  
points of a topic;  
omit details**

**IDENTIFY – to**  
**point out specific**  
**persons, places,**  
**things, or**  
**characteristics**

**INTERPRET – to  
give the meaning  
of or significance  
of something**