

# Business Management

## Command Words for External Assessment

The purpose of this document is to provide guidance on the use and definition of command words in external assessment for Business Management at Intermediate 1, Intermediate 2, Higher and Advanced Higher levels.

The following tables of words and definitions will be used as the definitive list in the construction of examination papers for external assessment.

### Intermediate 1

Command word	Definition
Define	State the exact meaning of the word or phrase
Describe	Give a full account of the word, phrase etc.
Give	Pick some key factors and name them
Identify	Name the main point or points
List	State the factors (with no explanation or elaboration)
Name	Identify or make a list
Outline	Give the main features
State	Present in a brief form
Suggest	State a possible reason or course of action (no development required)

## Intermediate 2

<b>Command word</b>	<b>Definition</b>
Compare	Identify similarities and differences between two or more factors
Define	Give a clear meaning
Describe	Provide a thorough description
Distinguish	Identify the differences between two or more factors
Explain	Give details about how and why something is as it is
Give	Pick some key factors and name them
Identify	Give the name or identifying characteristics of something
Name	Identify or make a list
Outline	State the main features
Suggest	State a possible reason or course of action (no development required)

## Higher

<b>Command word</b>	<b>Definition</b>
Compare	Identify similarities and differences between two or more factors
Describe	Provide a thorough description
Discuss	Examine closely taking account of strengths and weaknesses in an argument; offer reasons for and against
Distinguish	Identify the differences between two or more factors
Explain	Give a detailed response (definition and explanation) as to how/why something may benefit/hinder
Identify	Give the name or identifying characteristics of something
Justify	Give reasons to support suggestions, conclusions
Outline	State the main features

## Advanced Higher

Command word	Definition
Analyse	Identify components and the relationship between them; draw out and relate implications
Assess	Examine closely with a view to measuring a particular situation taking account of strengths and weaknesses; for and against
Compare	Identify similarities and differences between two or more factors
Contrast	Identify the difference between two or more factors
Describe	Provide a thorough description
Discuss	Examine closely taking account of strengths and weaknesses in an argument; offer reasons for and against
Evaluate	Make an appraisal of the worth, effectiveness or usefulness of something
Examine	Give both a description and an explanation
Explain	Give a detailed response (definition and explanation) as to how/why something may benefit/hinder
Explore	Explain in detail
Justify	Explain why/give reasons to support your statements
Suggest	Make a judgement and give some support or reason for your suggestion