# **ADL Handout 1**: Definitions of process words

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| **Process word**  | **Meaning**  |
| **Analyse** | Examine in detail to understand something |
| **Assess** | determine the value of, weigh up – see also appraise |
| **Appraise** | assess the performance, value or quality of |
| **Carry out** | to do and complete a task |
| **Categorize** | place in a particular class or group |
| **Compare and contrast** | find some points of common ground between two or more items and show where or how they are different |
| **Compute** | calculate, reckon or count |
| **Conclude** | bring together or come to an end summarising the main points |
| **Construct** | build or form by putting together parts |
| **Critique** | make a judgement backed by a reasoned discussion of the evidence involved, describe the merit of theories, opinions or the truth of assertions |
| **Define** | give the exact meaning of a word or phrase, perhaps examine different possible or often-used definitions |
| **Describe** | give a detailed account of |
| **Design** | imagine, create, plan |
| **Differentiate** | look for differences between |
| **Discuss** | explain, then give different sides of the issue drawing on evidence and consider any implications |
| **Employ** | put something to use |
| **Evaluate** | weigh up  |
| **Examine** | look in detail |
| **Explain** | give details about how and why something is so |
| **Focus** | concentrate on |
| **Generate** | produce, create or bring into being |
| **Hypothesize** | form or assume a hypothesis |
| **Identify** | pick out or select |
| **Illustrate** | make clear and explicit, and give carefully chosen examples |
| **Implement** | carry out or put into effect |
| **Justify** | give reasons for a point of view, decisions or conclusions, and mention any main objections or arguments against |
| **Name** | give something a specified name |
| **Outline** | give the main features or general principles of a subject, omitting minor details and emphasising structure and arrangement |
| **Plan** | think about and decide what you are going to do or how you are going to do something |
| **Produce** | make, create, give rise to or show |
| **Recall** | bring back to mind, recollect or remember |
| **Recognise** | identify, recall or acknowledge something |
| **Retrieve** | bring or get something back – see also Recall |
| **Solve** | find a solution, explanation or answer for |
| **Structure** | construct, build, form or organise  |
| **Summarise** | give a clear, short description, explanation or account, presenting the chief factors and omitting minor details and examples - see also Outline |
| **To what extent** | look at evidence / arguments for and against and weigh them up in terms of their value |
| **Use** | put into action, carry out or employ |