



LIFE AND LIVING SKILLS

10160-10172, 10181-10183

COMMAND VERBS

VERSION 1

Command verbs

We recognise that as a practitioner you will have a lot of teaching experience, however, you may find it useful to share these command verb meanings and examples with your learners.

The purpose of this guide is to give a definition of the command verbs used in the Life and Living Skills qualifications.

For the most frequently used command verbs, we have given you examples of how these verbs could be used about a chair.



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Command verb	Meaning	Examples A chair
Access	Obtain or retrieve information	
Add	Join (something) to something else to increase the size, number or amount	
Agree	Have the same opinion about something	
Ask	Say something to get an answer or information	
Carry out	To undertake an activity of a practical nature	
Choose	To select from several options, think fit for a situation, decide on a preferred action/behaviour	The choice of office chairs is between one made of light weight mesh with a low back, arm rests and head rest; another made of fabric with a high back, arm rests and lumbar support. The light weight mesh chair is the best choice as the person using it can not move heavy chairs.
Clean	Make clean; remove dirt, marks or stains from something	
Collect	Gather together	
Communicate	To impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures etc	

Command verb	Meaning	Examples A chair
Compare	Identify similarities and differences	<p>This chair has four legs, a seat and a back rest. The other chair I am considering has three legs, a seat and a back rest. Both are made from wood however the type of wood is different. This has made a considerable difference to the weight of the chair and I would have to bear this in mind for things like ease of positioning and cleaning. The three legged chair looks very contemporary whilst the four legged chair is more traditional. Both are fit for purpose and would suit the size and style of table.</p> <p>The biggest difference between the chairs is cost. The three legged chair costs considerably more than the four legged chair and bearing in mind I would need four chairs, cost could be a deciding factor.</p>
Complete	Insert the information required	
Confirm	To state that a report or fact is true, reinforce an opinion or feeling	
Contribute	Offer ideas and/or practical input, commonly to a group activity	
Create	To originate (eg to produce a solution to a problem)	
Demonstrate	Show in an explicit way	
Describe	Give an account, including all the relevant characteristics, qualities, or events	
Develop	Progress/expand/initialise from a starting point	
Edit	To make changes to something, deciding what will be removed and what will be kept, to prepare it to be printed	
Engage	Taking part and getting involved in something	
Enter	To become involved in something	
Estimate	Assign an approximate value	
Exhibit	To show something publicly	
Explain	To give account of the purposes or reasons	<p>A chair is used for sitting on. It normally comprises a seat; a backrest and is supported by legs. The legs are positioned in such a way so as to balance the chair, so that when it is sat upon it does not collapse or become unstable. Chairs can be made in many different styles and use a variety of materials. The design and material choice are reflected in the cost of the chair. Chairs are often used alongside a table, to support body weight at a convenient height whilst doing something at the table. Chairs can be produced in different sizes to make them suitable for individuals eg a child.</p>

Command verb	Meaning	Examples A chair
Express	To communicate what you think or feel	
Find	To discover where to get or how to achieve something	
Follow	To go in the direction of or to be guided by instructions	
Give	Supply	
Identify	Recognise, list, name or otherwise characterise	The object in the middle with four legs, a seat and a back is a chair.
Keep	To have or continue to have in your possession	
List	Provide a number of points with no elaboration	
Make	To manufacture or to participate in production	To make a new chair the carpenter gathered information about the chair such as the type required and its use. The carpenter decided how much time was needed and made sure all the tools were in working order.
Multiply	To increase in number	
Name	To provide appropriate word(s) or term(s)	
Obtain	Acquire	
Open	Available and ready to be used	
Operate	Perform a function to make it work	
Organise	A description setting out main characteristics/points	
Outline	Present/enact/demonstrate practically	A chair is a piece of furniture; usually it would be used alongside a table or desk. A chair is something that we sit on. It usually consists of a seat and back rest supported by legs.
Participate	Take part in	
Perform	Present/enact/demonstrate practically	
Place	To arrange items or information in a set order or designated place	
Plan	Consider, set out and communicate what is to be done	
Prepare	To make ready a person or oneself for an activity or task. To think in advance of the items/tools needed for a task, and likely obstacles/issues when completing the activity/task	

Command verb	Meaning	Examples A chair
Present	To give, provide or make something known	
Print	To produce writing or images on paper or other material with a machine	
Provide	Make available	
Read	To look at words or symbols and understand what they mean	
Recognise	To know something because you have seen or experienced it before	
Record	Report or note	
Relate	Demonstrate interconnections; make or show a connection between items, concepts, personal experience, things	
Request	To ask for something	
Review	To consider something in order to make changes to it, give an option on it or study it	<p>Having tried out and researched chairs it is possible to categorise and label the many different types of chair. There were pros and cons to each design and material sampled but it would appear four legged chairs are the most reliable. Back rests vary considerably but those that form an S shape did suit the back shape the best. There is a chair out there to suit every individual, diddy chairs, huge chairs, funky chairs, traditional chairs made from a multitude of different materials. The majority of chairs seemed to combine materials and all were aesthetically pleasing to the user. Ultimately the chair you choose has to be suitable for the space in which it will be placed, it must be fit for purpose and it must be safe to use. Selecting a chair is a matter for personal choice and personal finances. The cost of a chair varies greatly, a bespoke piece of furniture made from a precious or less common material can be highly expensive. Mass manufactured, flat packed chairs or those made from cheaper materials may suit the poorer wallet.</p>
Round up	To make a number to the nearest whole number and not as an exact amount	
Save	To keep something	
Say	To speak using words or sounds to express a thought, opinion or suggestion	

Command verb	Meaning	Examples A chair
Select	Carefully choose as being the most suitable for a task or purpose	
Share	To have or use something at the same time as someone else	
Show	Present, set out, disclose for the use/benefit of others	
Sort	To group or organise	
State	Express in precise terms, express in unequivocal terms	
Store	To put or keep things in a special place for use in the future	
Subtract	To remove a number from another number	
Take part	To be involved in an activity with other people	
Understand	To know the meaning of something	
Use	Apply the information provided or apply prior learning. To put into service or action. Employ for a given purpose	
Wear	To have clothing on your body	
Work	To do an activity that uses physical or mental effort to do	
Work out	To find the result of something	
Work through	To manage a problem that has many different parts step by step	



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