

Command Verbs



Command Verb	What it means?	Example question or answer
Analyse	Break the subject down into separate parts and examine each part. Show how the main ideas are related and why they are important. Reference to current research or theory may support the analysis.	<p>Q. Analyse the key factors of working in a multi-agency team.</p> <p>A. When we consider multi-agency working we must consider other professionals hours of work. Some professionals are part time so a flexible approach and attitude is needed. For example when setting up meetings we must understand they may not be able to attend as they are not in work. You need to ensure an agreement is reached of a suitable time to allow all to attend.</p>
Classify	Organise according to specific criteria.	<p>Q. Classify various skills into development areas.</p> <p>A. Hand eye coordination, balance, fine and gross motor skills are part of physical development.</p>
Compare	Examine the subjects in detail looking at similarities and differences	<ul style="list-style-type: none"> • What are the differences between the services provided by a child-minder and a crèche? • What are the similarities between them? • How are they different and how are they similar?
Clarify	Explain the information in a clear, concise way.	<p>Q. Clarify exactly what is meant by the term 'looked after'.</p> <p>A. The term 'looked after' implies exactly what it states. Therefore being looked after means the responsibility is with the person caring for the child. In regards to the state the care would be provided by social services.</p>
Collate	Collect and present information arranged in sequence or logical order.	<p>Q. Collate evidence from placement on Confidentiality</p> <p>A. Collect evidence such as policies and set out in form of a project.</p>
Consider	Think carefully and write about a problem, action or decision.	<p>Q. Consider what may happen if a child is left unattended in a swimming pool</p> <p>A. Basically there are many implications including death...</p>

Define	State the meaning of a word or phrase.	<p>Q. What do you understand by the Child protection Policy?</p> <p>A. The meaning of Child protection policy is – Written instructions that inform staff what they should do if they suspect that a child is being abused and how they can prevent abuse from taking place.</p>
Demonstrate	Show an understanding of the subject or how to apply skills in a practical situation.	<p>Q. How can you encourage learning by using sensory materials?</p> <p>A. At our nursery we make sure that there are at least eight different sensory materials out for the children. This seems to help the children concentrate for longer. We change what is put out so that the children can play with their old favourites as well as introducing new materials. One thing I noticed that putting out farm animals makes the children’s play more exciting. I think our best activity so far was putting a piece of turf under the toy dinosaurs, the children had great fun watering the turf and even cutting it with scissors.</p>
Describe	Write about the subject giving detailed information.	<p>Q. What types of settings are available for children?</p> <p>A. The types of settings available for children are -</p> <ul style="list-style-type: none"> • Private; e.g. crèche at a shopping centre. These are profit-making services. They will have an owner or be run by a company. • Statutory; e.g. schools. These are services which have to be available by law, i.e. through legislation which requires either the government or local authorities to provide them. Schools are a good example of a statutory service. They exist because there is a law that states that all children should be educated from 5 to 16 years and should be free and provided by the government. • Voluntary; e.g. parent toddler group run by a local church. These are services provided by organisations

		<p>such as charities where some or all of their funding comes from donations.</p> <ul style="list-style-type: none"> • Independent; These are services provided independent of the state and do not rely on government funding. Independent schools may choose not to follow the National Curriculum because they do not receive government funding.
Discuss	Write an account giving more than one view or opinion.	<p>Q. Discuss what may be considered when working as a team member?</p> <p>A. When working as a team member, we must ensure we include all staff members when having meetings. This will enable all staff to know exactly what is going on. However if all staff are not present they may not receive the correct information or not at all.</p>
Distinguish	Show or recognise the difference between items/ideas/information.	<p>Q. Distinguish the difference between an indoor and an outdoor playing environment.</p> <p>A. The differences include...</p>
Draw conclusions (which....)	Make a final decision or judgment based on reasons.	<p>Q. Draw conclusions on how children learn best.</p> <p>A. One of the conclusions include that children learn through imitation...</p>
Explain	Provide details about the subject with reasons showing how or why. Some responses could include examples.	<p>Q. Explain how we care for children's needs.</p> <p>A. We care for children's needs by setting up a care plan. This care plan must include reference to all a child's basic needs such as food, water, fresh air...</p>
Evaluate	Examine strengths and weaknesses, arguments for and against and/or similarities and differences. Judge the evidence from the different perspectives and make a valid conclusion or reasoned judgement. Reference to current research or	<p>Q. Evaluate how theory relates to learning.</p> <p>A. The value of a theoretical model such as Piaget's allows us to reach a conclusion that children do learn best by being actively involved...</p>

	theory may support the evaluation.	
Give (positive and negative points)	Provide information showing the advantages and disadvantages of the subject	<p>Q. Give reasons why we must ensure young children are kept safe on a daily basis.</p> <p>A. we keep children safe from harm by providing a one to one staff ratio. If this was not the case a Young child may either injure themselves or may place themselves in a dangerous situation.</p>
Identify	List or name the main points. (Some description may also be necessary to gain higher marks when using compensatory marking).	<p>Q. Name some of the skills needed to be an effective key worker?</p> <p>A. The skills needed to be an effective key worker are –</p> <ul style="list-style-type: none"> • Patience, some children need more time to feel more at ease. It is important that these children get plenty of the key worker's time and support and that the key worker is patient with them. • Observant, key workers need to observe their children carefully. They need to learn about what the child enjoys doing and get to know what certain gestures or facial expressions mean. • Friendly, Key workers need to show children that they are friendly. This involves smiling and talking in a kind and friendly voice.
Implement	Explain how to put an idea or plan into action	<p>Q. Implement an idea such as a story sack session to enhance young children's language development.</p> <p>A. Carry out the planned activity.</p>
Justify	Give a satisfactory explanation for actions or decisions.	<p>Q. Justify your reasons for including a practical activity to enhance a young child's social development.</p> <p>A. The reason why we use a story sack session is to ensure the child uses the puppets as a form of communication to come to terms with their fears.</p>
List	Make a list of key words, sentences or	Q. What are the main skills needed to be successful at

	<p>comments that focus on the subject.</p>	<p>communicating with the children and other staff at your placement?</p> <p>A. The skills involved in communication and language are –</p> <ul style="list-style-type: none"> • Grammar. Words have to be put in the right order to make sense. • Tuning in and listening. • Vocabulary. Children need to learn the meanings of words and know when and how to use them. • Taking turns. • Gestures and body language. • Facial expressions.
<p>Plan</p>	<p>Think about and organise information in a logical way. This could be presented as written information, a diagram, an illustration or other suitable format.</p>	<p>Q. What do you understand about Maslow’s Hierarchy of Needs?</p> <p><i>(written information)</i></p> <p>A. Maslow wanted to understand what motivates people. He believed that individuals possess a set of motivation systems unrelated to rewards or unconscious desires. Maslow said that people are motivated to achieve certain needs. When one need is fulfilled a person seeks to fulfill the next one, and so on.</p> <p><i>(diagram or illustration)</i></p>

Provide	Give relevant information about a subject.	<p>Q. Provide details in regards to setting up a craft corner.</p> <p>A. within the craft corner, relevant resources must be available to all children. The resources must include age appropriate, cultural and diverse equipment.</p>
Reflect	Learners should look back on their actions, experiences or learning and think about how this could inform their future practice.	<p>Q. Reflect on your role within placement</p> <p>A. When looking back at what must be done within placement the roles and responsibilities of a key worker are very important in meeting the needs of the children. For example, when staff meet and greet Young children on a daily basis many positives can come out of this. Within future practice it is important that staff are available to talk to parents when they arrive in the morning with their children.</p>
Review and revise	Look back over the subject and make corrections or changes.	<p>Q. Review and revise your observation plan.</p> <p>A. By reviewing my observation technique, I will make revisions as a result.</p>
Select	Choose for a specific purpose	<p>Q. Select an area of development to carry out a time sample</p>

		<p>observation</p> <p>A. Social development</p>
Show	Supply sufficient evidence to demonstrate knowledge and understanding	<p>Q. Show your ability to carry out a creative session with a small group of children to promote their understanding of mixing colours.</p> <p>A. Firstly, we will need to set up all the resources in order to allow the children to experiment with mixing colours. Secondly, provide a visual example in order for them to see what it is they are to do....</p>
Summarise	Give the main ideas or facts in a concise way.	<p><i>(original draft)</i></p> <p>Most young children have a sleep routine, although these may vary enormously from child to child. This may mean that a 3-year-old has a nap after lunch for an hour or a child of 18 months has a short nap in the morning and another before tea. The wishes of parents and carers are always important in establishing a sleep routine. Some may prefer their child to have a sleep in the late afternoon so that they can spend some time with them after work, while others may find that a late afternoon nap can mean that they cannot get this child to sleep at night. Finding out about children's sleeping habits by working with parents and carers will help you to meet children's needs.</p> <p><i>(summarised draft)</i></p> <p>The wishes of parents and carers are always important in establishing a sleep routine for young children. Finding out about children's sleeping habits by working with parents and carers will help you to meet children's needs.</p>
State	Give the main points clearly in sentences	<p>Q. How do you know when a child is feeling tired?</p> <p>A. When a child is feeling tired they may rub their eyes, twiddle their hair, suck their thumb, need a comforter. Some children may not be interested in what is going on around them; they</p>

		may become tearful and uncooperative or have dark rings around their eyes.
Use	Take or apply an item, resource or piece of information as asked in the question or task.	<p>Q. Show your ability to carry out a creative session with a small group of children to promote their understanding of mixing colours.</p> <p>A. Firstly, we will need to set up all the resources in order to allow the children to experiment with mixing colours. Secondly, provide a visual example in order for them to see what it is they are to do....</p>