

Cambridge **TECHNICALS**

Cambridge  
**TECHNICALS**  
**2016**

# ***COMMAND VERBS***

Version 2

# INTRODUCTION

## 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 internally assessed (moderated units) of the Cambridge Technicals qualifications.

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

If you are printing this from a pdf you will automatically see a printer friendly version.



Command verb	Meaning	Examples A chair
<b>Adapt</b>	<b>Change to make suitable for a new use or purpose</b>	
<b>Analyse</b>	<b>Separate information into components and identify their characteristics. Discuss the pros and cons of a topic or argument and make reasoned comment.</b>	<p>A chair is used for sitting on. It can be used for standing on to reach something or kneeling on or hiding under but its most common purpose is to be sat 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.</p> <p>Most chairs have four legs spaced to give stability to the chair. Chairs can have three legs, again it is the positioning of the legs under the seat which provides the stability and makes a chair fit for purpose. Without the back rest a chair would be classed as a stool. The ergonomics of the best rest and the design and materials used in the seat contribute to how comfortable a chair may be to sit on.</p> <p>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. Traditionally chairs were made of wood however there is now a vast array of materials used in chair production such as metal, plastic, rubber and fabric. The material used will affect the weight of the chair. Chairs are often used alongside a table, for example whilst eating or working. They are used to support body weight in a sitting position. The height of a chair is very important as if it was too high or too low it would not function at a table and may be uncomfortable. Chairs can be produced in different sizes to make them suitable for individuals eg a child. Chair sizes are standardised however it is relatively easy to find alternative sizes.</p>

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>Apply</b>	<b>Put into operation or use. Use relevant skills/knowledge/ understanding appropriate to context</b>	
<b>Assess</b>	<b>Offer a reasoned judgement of the standard/quality of situation/ skills informed by relevant facts</b>	<p>Having examined many different chairs, I would consider the wooden chair with a leather seat pad to be the most comfortable. It is also affordable at a cost of £99. Having looked at many different types of material, this chair is easy to lift and manoeuvre and it is easy to keep clean. The leather seat pad can be wiped down with affordable wipes and the wooden legs and back rest do not present nooks and crannies where dust could collect.</p> <p>The back rest and legs are made from solid wood and are oiled with Danish oil so should a scratch appear it would be feasible to rub it down and re oil. Compared to many other chairs, which although cheaper are not made of solid wood this means it would last longer and look presentable throughout. In my opinion this chair gives the best value for money, looks the best, is comfortable to sit in and will last the best and is therefore the one I would recommend.</p>
<b>Calculate</b>	<b>Generate a numerical answer, with workings shown</b>	Four chairs would be suitable for the size of table we have. The table is 130cm wide and a chair is 45cm wide, therefore 2 chairs can be fitted on each side of the table ( $2 \times 45 = 90\text{cm}$ , allowing $130 - 90 = 40\text{cm}$ space between the chairs).
<b>Carry out</b>	<b>To undertake an activity of a practical nature</b>	
<b>Collect</b>	<b>Gather together</b>	
<b>Communicate</b>	<b>To impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures etc</b>	
<b>Compare</b>	<b>Identify similarities and differences</b>	<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>

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>Conduct</b>	To do or carry out	
<b>Contrast</b>	Identify differences	
<b>Create</b>	To originate, eg to produce a solution to a problem	
<b>Demonstrate</b>	Show in an explicit way	
<b>Define</b>	State or describe the nature, scope or meaning	A chair is a seat with a back, for one person.
<b>Describe</b>	Give an account, including all the relevant characteristics, qualities, or events	A chair may comprise of a seat, a back rest and is supported by legs. The legs are positioned so as to balance the chair. There are many different styles of chair.
<b>Design</b>	Plan and presentation of ideas to show the layout/function/workings/object/system/process	
<b>Determine</b>	Find out, decide, eg what is relevant. To find a solution by following a set of procedures or to obtain a numerical value by carrying out a series of calculations	
<b>Develop</b>	Progress/expand/initialise from a starting point	
<b>Discuss</b>	Give an account that addresses a range of ideas and arguments	I have a variety of different chairs in my home. All of them have a seat, back rest and are supported by legs. It is possible to have a chair with three legs but most have four. The back rest is what defines the chair otherwise it could be called a stool. When buying a chair, I would consider the room it is for, the design and colour and the price. It is important that it is fit for purpose and that it is comfortable.

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>Display</b>	<b>Present/set out data/information</b>	
<b>Estimate</b>	<b>Assign an approximate value</b>	
<b>Evaluate</b>	<b>Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence</b>	The chair I am considering has several strengths. It is made from a material which is hardwearing and with maintenance and care this chair could last me a lifetime. If the chair got marked, chipped or damaged it could be remedied by me, at home. This would avoid having to find a specialist and having to travel to or haul the chair a great distance, at great cost. Another strength the chair has is its design. Because the back rest is moulded to an adult spine, it is possible to remain sitting on it for hours without feeling any discomfort. The main weakness of the chair is its colour. It is made from a light wood and as a long term investment this may not compliment the shades and style of the room, as it develops. Also there is some intricate design on the back rest which could make cleaning difficult. This could result in a build-up of dust which would look unsightly.
<b>Examine(d)</b>	<b>To look at, inspect, or scrutinise carefully, or in detail. Investigate closely</b>	To look at, the chair presents a contemporary design, using a variety of materials. The seat pad is cushioned and covered in a red checked material. The back rest and legs are made of heavy duty plastic and are white. To touch the chair feels sleek and smooth but it was remarkably heavy and difficult to manoeuvre. When laid on its back, I was able to confirm the legs were solid and had small cushioned pads on the end, so as to avoid scratching the floor. The chair was comfortable to sit on however on a warm day I could imagine sticking to the back rest. The back rest was sturdy but did not feel to support my lower back well. The whole of the chair apart from the cushioned seat had been moulded as one piece and there were no visible joints.
<b>Explain</b>	<b>To give account of the purposes or reasons</b>	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.
<b>Explore</b>	<b>To find out about</b>	The chair has four legs, a seat and a back rest. It appears to be heavy as it is made from metal however when lifted up it was light. Having a closer look at the chair it was made from aluminium hence it had a metal look but was light weight. The chair appeared to be patterned however it was made purely of metal, that had been finished in such a way that gave the metal a swirled pattern. The chair felt cold to the touch and hard yet was remarkably comfortable and supportive. I was able to sit in it comfortably for the 45 minutes I was in the shop discussing furniture with the assistant. Being made from metal, I was concerned that there may have been sharp edges to the chair and it may prove unsafe. Having felt all around the chair and looking closely at it in many positions, I was able to confirm it was 100% safe to use.

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>Follow</b>	To go in the direction of or to be guided by instructions	
<b>Generate</b>	To originate, eg to produce a solution to a problem. To produce original data by taking measurements	
<b>Give</b>	Supply	
<b>Identify</b>	Recognise, list, name or otherwise characterise	The object in the middle with four legs, a seat and a back is a chair.
<b>Illustrate</b>	Make clear by using examples or provide diagrams	
<b>Implement</b>	Put into action/use/effect	
<b>Interpret</b>	Translate information into recognisable form. Convey one's understanding to others, eg in a performance. Explain the meaning of something	
<b>Investigate</b>	To inquire into (a situation or problem)	To look at, the chair presents a contemporary design, using a variety of materials. The seat pad is cushioned and covered in a red checked material. The back rest and legs are made of heavy duty plastic and are white. To touch the chair feels sleek and smooth but it was remarkably heavy and difficult to manoeuvre. When laid on its back, I was able to confirm the legs were solid and had small cushioned pads on the end, so as to avoid scratching the floor. The chair was comfortable to sit on however on a warm day I could imagine sticking to the back rest. The back rest was sturdy but did not feel to support my lower back well. The whole of the chair apart from the cushioned seat had been moulded as one piece and there were no visible joints.
<b>Justify</b>	Present a reasoned case for actions or decisions made	
<b>Measure</b>	Establish a value using a suitable measuring instrument or technique	

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>Name</b>	To provide appropriate word(s) or term(s)	
<b>Obtain</b>	Acquire	
<b>Outline</b>	A description setting out main characteristics/points	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.
<b>Participate</b>	Take part in	
<b>Perform</b>	Present/enact/demonstrate practically	
<b>Plan</b>	Consider, set out and communicate what is to be done	
<b>Predict</b>	To say that an event or action will happen in the future, as a result of knowledge, experience or evidence	
<b>Present</b>	Produce an exposition/resumé for an audience, eg at the conclusion of the project to demonstrate what has been done and the outcome	
<b>Process</b>	A systematic series of actions	
<b>Produce</b>	To bring into existence. Give rise to by intellectual or creative ability: to make or manufacture	
<b>Promote</b>	Work for/urge the adoption of/support/progress, eg a particular course of action/solution	

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>Propose</b>	Put forward an idea, plan, suggestion for consideration by others	
<b>Recommend</b>	Suggest/put forward as being appropriate, with reasons why	
<b>Reflect</b>	Look back upon and appraise, relate to, eg to stated aims. Give contemplative, balanced consideration to an issue or action	
<b>Report</b>	To prepare a detailed account or statement about an event or topic	
<b>Research</b>	Investigation into and study of materials and sources to establish facts and reach conclusions	
<b>Review</b>	Survey information, methods, outcomes, conclusions, after the event, deciding what was effective or not	<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.</p> <p>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>
<b>Select</b>	Carefully choose as being the most suitable for a task or purpose	
<b>Set up</b>	Prepare a system or set of equipment for operation	

# COMMAND VERBS

Command verb	Meaning	Examples A chair
<b>State</b>	Express in precise terms, express in unequivocal terms	
<b>Suggest</b>	Give possible alternatives, produce an idea, put forward, eg an idea or plan, for consideration	
<b>Summarise</b>	To sum up or to put things into your own words or to create a précis of the information discussed	
<b>Undertake</b>	Take part in or carry out an activity	
<b>Use</b>	Apply the information provided or apply prior learning. To put into service or action. Employ for a given purpose	



We'd like to know your view on the resources we produce. By clicking on the 'Like' or 'Dislike' button you can help us to ensure that our resources work for you. When the email template pops up please add additional comments if you wish and then just click 'Send'. Thank you.

If you do not currently offer this OCR qualification but would like to do so, please complete the Expression of Interest Form which can be found here: [www.ocr.org.uk/expression-of-interest](http://www.ocr.org.uk/expression-of-interest)

#### OCR Resources: *the small print*

OCR's resources are provided to support the teaching of OCR specifications, but in no way constitute an endorsed teaching method that is required by the Board and the decision to use them lies with the individual teacher. Whilst every effort is made to ensure the accuracy of the content, OCR cannot be held responsible for any errors or omissions within these resources. We update our resources on a regular basis, so please check the OCR website to ensure you have the most up to date version.

© OCR 2015 – This resource may be freely copied and distributed, as long as the OCR logo and this message remain intact and OCR is acknowledged as the originator of this work.

OCR acknowledges the use of the following content:

Square down and Square up: alexwhite/Shutterstock.com

Chairs image: Leremy/Shutterstock.com

Please get in touch if you want to discuss the accessibility of resources we offer to support delivery of our qualifications:  
[resources.feedback@ocr.org.uk](mailto:resources.feedback@ocr.org.uk)

We will inform centres about any changes to the specification. We will also publish changes on our website. The latest version of our specification will always be the one on our website ([www.ocr.org.uk](http://www.ocr.org.uk)) and this may differ from printed versions.

Copyright © OCR 2015. All rights reserved.

#### Copyright

OCR retains the copyright on all its publications, including the specifications. However, registered centres for OCR are permitted to copy material from this specification booklet for their own internal use.

## ocr.org.uk

### OCR customer contact centre

#### Vocational qualifications

Telephone 02476 851509

Facsimile 02476 851633

Email [cambridgetechnicals@ocr.org.uk](mailto:cambridgetechnicals@ocr.org.uk)

OCR is part of Cambridge Assessment, a department of the University of Cambridge. For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored. © OCR 2015 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England.

Registered office 1 Hills Road, Cambridge CB1 2EU. Registered company number 3484466. OCR is an exempt charity.

