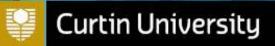


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## **Directive Verbs (task words)**

Directive verbs are those that give instructions about what you are required to do in the essay. Below is a list of the more common directive verbs used in essay briefs.

<b>Analyse</b> Break something down to identify the main ideas and component parts then show how they are related and why they are important.	Interpret Give the meaning. You give your own opinions, backed by evidence.
<b>Comment on</b>	<b>Justify</b>
Discuss, criticise or explain the meaning of a	Show why you think it is right. Give reasons for
situation or statement.	your statement or conclusion.
<b>Compare</b> Show both the similarities and the differences.	<b>Outline</b> Give a general summary of the main ideas, supported by secondary ideas. Omit minor details.
<b>Contrast</b> Compare by showing the differences.	<b>Prove</b> Show by argument or logic that it is true. You must provide adequate evidence.
<b>Define</b>	Relate
Give the exact meaning.	Show connections.
<b>Discuss</b> Examine, giving the details and the points for and against. You must develop a logical argument backed by sound evidence.	<b>Review</b> Make a survey in which you look critically at the important parts.
<b>Enumerate</b>	<b>State</b>
List, name, and specify and describe the main	Specify the main points in precise terms. Omit
ideas.	minor details.
<b>Evaluate</b>	Summarise
Give your judgement, after showing the	Give a concise account of the main ideas. Omit
advantages and disadvantages.	details and examples.
<b>Explain</b>	<b>Trace</b>
Make plain, interpret, and account for in detail.	Follow the progress or history of a topic.
Illustrate Explain or make it clear by concrete examples. Sometimes you may use a figure or a diagram.	



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## Transition markers/phrases

An effective essay is a coherent whole, in which sentences within paragraphs and paragraphs themselves are connected, flowing on from one to another, leading the reader through the essay.

One of the ways to create cohesion between sentences is by using transition markers. Transition markers are words or phrases used to link sentences and paragraphs and to help the reader follow the direction of your argument.

Adding: and, also, in addition, moreover, furthermore	<b>Endorsing:</b> clearly, in particular, importantly, naturally, obviously
<b>Contrasting:</b>	<b>Exemplifying:</b>
however, nevertheless, nonetheless, on the	for example, for instance, in particular, to
contrary, on the other hand, by contrast	illustrate,
<b>Clarifying:</b>	Sequencing:
in other words, that is, in effect, to simplify	to begin with, firstly, secondly, lastly, finally
<b>Conceding a point:</b>	<b>Stating a logical conclusion:</b>
although true, even though, although, despite	therefore, thus, hence, as a result,
this,	consequently, accordingly, for that reason.
<b>Summing up:</b> to summarise, to conclude, in conclusion, clearly then	

While transition markers are an effective way of emphasising for the reader the relationship between one sentence and the next, there is little value in using them when the logical relationship between the sentences is already clear. In fact, over-using transition markers reduces their effectiveness; save them for the places where you need to guide the reader.