

## Common Academic Writing Tasks

<b>ANALYZE</b>	Break the subject (an object, event, or concept) down into parts, and explain the various parts.
<b>COMPARE</b>	Show how two things are similar as well as different; include details or examples.
<b>CONTRAST</b>	Show how two things are different; include details or examples.
<b>CRITIQUE</b>	Point out both the good and bad points of something.
<b>DEFINE</b>	Give an accurate meaning of a term with enough detail to show that you really understand it.
<b>DESCRIBE</b>	Write about the subject so the reader can easily visualize it; tell how it looks or happened, including how, who, where, why.
<b>DISCUSS</b>	Give a complete and detailed answer, including important characteristics and main points.
<b>EVALUATE</b>	Give your opinion of the value of the subject; discuss its good and bad points, strengths and weaknesses.
<b>EXPLAIN</b>	Give the meaning of something; give facts and details that make the idea easy to understand.
<b>ILLUSTRATE</b>	Make the point or idea clear by giving examples.
<b>INTERPRET</b>	Explain the meaning of a reading selection; discuss the results or the effects of something.
<b>JUSTIFY</b>	Give good reasons that support a particular decision, action, or event.
<b>PERSUADE</b>	Give reasons in order to get someone to do or believe something; appeal to the reader's feelings and mind.
<b>RESPOND</b>	State your overall reaction to the content, then support your individual opinions with specific reasons and examples, making sure to refer back to the reading.
<b>STATE</b>	Give the main points in brief, clear form.
<b>SUMMARIZE</b>	Briefly cover the main points; use a paragraph form and don't include any personal opinions about the content.
<b>TRACE</b>	Tell about an event or process in chronological order.