



A Helpful Guide To: Command Words and Structuring Your Answers

Tips to help you prepare and perform well in your EPA

This guide includes a list of the various command words an end-point assessor might use to start a question in a Professional Discussion or Interview assessment.

They all require slightly different responses, so understanding the differences and practising them will help you know how to deal with them! Your end-point assessor is looking for how you have 'applied' your knowledge, skills and behaviours. This means telling them **what** you did, **how** you did it and **why** you did it.

To develop this, think of 'STAR'.

S - What was the **Situation**?

T - What was your **Task**?

A - What **Action** did you take?

R - What was the **Result**?



For example, you might structure your answer with 'My team were asked to devise a new...My individual tasks were to...I then planned and developed...I did this by...this was because...The result was...'

Once you have mastered this, take it one step further and tell your end-point assessor what you learnt and might do in the future as a result, with phrases such as 'on reflection', 'next time', or 'in conclusion'.

Finally, don't forget to practice saying 'I did' instead of 'we did'. It is very common for apprentices to start talking about their team efforts, but we are only interested in what *you* did. If you were involved in a team or department project for example, what was *your* role in that?

Command Word	Description	Other Similar Words		
Analyse	Examine something methodically to explain and/or interpret it	Assess	Explore	Examine
Compare	Identify similarities and/or differences	Differentiate	Distinguish	Contrast
Define	Specify the meaning of	Interpret	Specify	Set out

Command Word	Description	Other Similar Words		
Demonstrate	Give a practical exhibition or explanation of something	Display Show	Present	Exemplify
Describe	Give a detailed account of	Illustrate Detail	Outline	Summarise
Discuss	Present the key points	Consider	Negotiate	
Evaluate	Make a judgement from available evidence	Assess Critique	Measure	Judge
Explain	Make (the idea/situation) clear and describe in more detail	Clarify Make clear	Comment	Specify
Identify	Name or characterise	Recognise Locate	Name List	Indicate
Investigate	Carry out a review to examine the facts	Analyse Compare	Explore Scrutinise	Examine
List	List a number of features or points without further elaboration	Account	Outline	State
Review	Report and evaluation on a subject/event/activity	Assess Reflect	Evaluate	Examine
Suggest	Present a possible case	Offer	Propose	

Let's give you some examples to get started:

Question	Possible Answer
Identify the object used for the purpose of sitting at to work for example?	The object with the four legs and flat surface, surrounded by chairs is a table.
Describe the table?	The table has four legs, one of each in each corner with a flat surface balanced on top of the four legs. It is 1.5 metres long and is made out of wood.
Explain the purpose of the table?	A table is used for sitting at or working on. It could also be called a desk or work bench. For example, people could sit at it to eat with a chair pushed underneath or carry out various activities upon it such as work with a computer. Tables can vary in size and height and can be made out of varying materials such as wood, metal or plastic. They often have at least 4 legs in each corner to balance the weight of the table-top.