

Leaving Certificate Business

Action Verbs

This quick reference guide for action verbs should be used in conjunction with the LC Business specification. Each action verb is described in terms of what the learner should be able to do once they have achieved the learning outcome. This glossary will be aligned with the command words used in assessment.

Action Verb	Students should be able to
Acknowledge (sources)	expressly recognise sources of information
Analyse	study or examine something in detail, break down in order to bring out the essential elements or structure; identify parts and relationships, and to interpret information to reach conclusions
Appraise	evaluate, judge, or consider information or a piece of work
Appreciate	recognise the meaning, value, or importance of or have a practical understanding of
Assess	judge, evaluate or estimate the value of something
Calculate	obtain a numerical answer showing the relevant stages in the working
Compare	give an account of the similarities and (or) differences between two (or more) items or situations, referring to both (all) of them throughout
Conduct	to perform an activity
Demonstrate	prove or make clear by reasoning or evidence, illustrating with examples or practical application
Describe	give a detailed account of the main points of a topic using words, diagrams, examples and/or images where appropriate
Determine	establish or ascertain based on information usually after investigation
Develop	to evolve; to make apparent or expand in detail
Discuss	offer a considered, balanced review that includes a range of arguments, factors or hypotheses and is supported by appropriate evidence
Distinguish	make the differences between two or more concepts or items clear
Evaluate (data)	collect and examine data to make judgments and appraisals; describe how evidence supports or does not support a conclusion in an inquiry or investigation; identify the limitations of data in conclusions; make judgments about the ideas, solutions, or methods
Evaluate (ethical judgement)	collect and examine evidence to make judgments and appraisals; describe how evidence supports or does not support a judgement; identify the limitations of evidence in conclusions; make judgments about the ideas, solutions, or methods
Examine	look closely at arguments, data, information, concepts and/or stories in order to uncover origins, assumptions, perspectives, trends and/or relationships
Explain	give a detailed account including reasons or causes
Identify	recognise patterns, facts, or details; provide an answer from a number of possibilities; recognise and state briefly a distinguishing fact or feature
Interpret	use knowledge and understanding to recognise trends and draw conclusions from given information
Investigate	observe, study, or make a detailed and systematic examination, in order to establish facts and/or reach new conclusions
Outline	Outline give the main points; restrict to essential points of information
Present	show something for others to consider
Record	to document in writing or digitally for the purpose of preserving evidence
Suggest	propose solution(s), hypothesis, or other possible answer(s)
Synthesise	combine different ideas to create new or enhanced understanding

(Leaving Certificate Business Specification, 2024, pp. 37-38. Appendix 1: Glossary of Action Verbs)