

**Cambridge**  
**EMPLOYABILITY**

## **EMPLOYABILITY SKILLS**

10345, 10346, 10347, 10348, 10349, 10350

## **COMMAND VERBS**

# 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 Employability Skills qualifications.

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

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Command verb	Meaning	Examples A chair
<p><b>Analyse</b></p>	<p><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>	<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 verb	Meaning	Examples A chair
<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 no 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>Check</b>	<b>Test for accuracy and correctness</b>	
<b>Choose</b>	<b>To select from several options, think fit for a situation, decide on a preferred action/behaviour</b>	The choice of office chairs is between one made of light weight mesh with a low back, arm rests and head rest; another made of fabric with a high back, arm rests and lumbar support. The light weight mesh chair is the best choice as the person using it can not move heavy chairs.
<b>Collate</b>	<b>Gather information and arrange in an appropriate sequence</b>	When buying a new chair for the office I searched the internet for ideas. I printed off pictures and product information on office chairs of different sizes, colour and price. The information was sorted by style, price and supplier so my colleague could quickly make a choice.
<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>
<b>Complete</b>	<b>Insert the information required</b>	
<b>Define</b>	<b>State or describe the nature, scope or meaning</b>	A chair is a seat with a back, for one person.

<b>Command verb</b>	<b>Meaning</b>	<b>Examples</b> A chair
<b>Demonstrate</b>	Show in an explicit way	
<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>Develop</b>	Progress/expand/initialise from a starting point	
<b>Explain</b>	To give account of the purposes or reasons	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>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>Indicate</b>	Point out, point to, specify	The chair I like is the one in the corner.
<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>List</b>	Provide a number of points with no elaboration	
<b>Make</b>	To manufacture or to participate in production	To make a new chair the carpenter gathered information about the chair such as the type required and its use. The carpenter decided how much time was needed and made sure all the tools were in working order.
<b>Name</b>	To provide appropriate word(s) or term(s)	
<b>Obtain</b>	Acquire	
<b>Organise</b>	Structure logically	
<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>Perform</b>	Present/enact/demonstrate practically	

Command verb	Meaning	Examples A chair
<b>Place</b>	To arrange items or information in a set order or designated place	At the end of the school day all chairs are placed on top of the desks in the classroom.
<b>Plan</b>	Consider, set out and communicate what is to be done	
<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>Produce</b>	To bring into existence. Give rise to by intellectual or creative ability: to make or manufacture	
<b>Provide</b>	Make available	
<b>Receive</b>	To be given or presented with information when completing an activity or task. To be presented with an item/gift.	A new chair was delivered to my home. The courier emailed in advance to confirm the delivery time for the new wooden rocking chair and that assembly instructions were included.
<b>Reflect</b>	Look back upon and appraise, relate to, eg to stated aims. Give contemplative, balanced consideration to an issue or action	
<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>Show</b>	Present, set out, disclose for the use/benefit of others	
<b>State</b>	Express in precise terms, express in unequivocal terms	
<b>Use</b>	Apply the information provided or apply prior learning. To put into service or action. Employ for a given purpose	



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