



ProQual Level 4 Diploma in Advanced Childcare Practice and Management qualification.

Assignment Writing:

Understanding Command Verbs

Introduction

The purpose of this guide is to give a definition of the command verbs which may be used in the ProQual Level 4 Diploma in Advanced Childcare Practice and Management qualification.

We recognise that as a level 3 qualified practitioner you will have a lot of experience, however, when writing assignments you may find it useful to study and understand these command verb meanings.

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

Command Verb	Meaning	Examples A Chair
Adapt	Change to make suitable for a new use or purpose	
Analyse	<p>Separate information into components and identify their characteristics.</p> <p>Discuss the pros and cons of a topic or argument and make reasoned comment.</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.</p> <p>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 e.g. a child. Chair sizes are standardised however it is relatively easy to find alternative sizes.</p>
Apply	Put into operation or use. Use relevant skills/knowledge/ understanding appropriate to context	

Assess	Offer a reasoned judgement of the standard/quality of situation/ skills informed by relevant facts	<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 not 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>
Calculate	Generate a numerical answer, with workings shown	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).
Carry out	To undertake an activity of a practical nature	
Collect	Gather together	
Communicate	To impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures etc.	

Compare	Identify similarities and differences	<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>
Conduct	To do or carry out	
Contrast	Identify differences	
Create	To originate, eg to produce a solution to a problem	
Demonstrate	Show in an explicit way	
Define	State or describe the nature, scope or meaning	A chair is a seat with a back, for one person.
Describe	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.
Design	Plan and presentation of ideas to show the layout/function/workings/object/system/process	
Determine	Find out, decide, eg what is relevant. To find a solution by following a set of procedures or to obtain a numerical value by carrying out a series of calculations	
Develop	Progress/expand/initialise from a starting point	

Discuss	Give an account that addresses a range of ideas and arguments	I have a variety of different chairs in my home. All of them have a seat, back rest and are supported by legs. It is possible to have a chair with three legs but most have four. The back rest is what defines the chair otherwise it could be called a stool. When buying a chair, I would consider the room it is for, the design and colour and the price. It is important that it is fit for purpose and that it is comfortable.
Display	Present/set out data/information	
Estimate	Assign an approximate value	
Evaluate	Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence	<p>The chair I am considering has several strengths. It is made from a material which is hardwearing and with maintenance and care this chair could last me a lifetime. If the chair got marked, chipped or damaged it could be remedied by me, at home. This would avoid having to find a specialist and having to travel to or haul the chair a great distance, at great cost. Another strength the chair has is its design. Because the back rest is moulded to an adult spine, it is possible to remain sitting on it for hours without feeling any discomfort.</p> <p>The main weakness of the chair is its colour. It is made from a light wood and as a long term investment this may not compliment the shades and style of the room, as it develops. Also there is some intricate design on the back rest which could make cleaning difficult. This could result in a build-up of dust which would look unsightly.</p>

<p>Examine(d)</p>	<p>To look at, inspect, or scrutinise carefully, or in detail. Investigate closely</p>	<p>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.</p> <p>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.</p>
<p>Explain</p>	<p>To find out about</p>	<p>The chair has four legs, a seat and a back rest. It appears to be heavy as it is made from metal however when lifted up it was light. Having a closer look at the chair it was made from aluminium hence it had a metal look but was light weight. The chair appeared to be patterned however it was made purely of metal that had been finished in such a way that gave the metal a swirled pattern. The chair felt cold to the touch and hard yet was remarkably comfortable and supportive.</p> <p>I was able to sit in it comfortably for the 45 minutes I was in the shop discussing furniture with the assistant. Being made from metal, I was concerned that there may have been sharp edges to the chair and it may prove unsafe. Having felt all around the chair and looking closely at it in many positions, I was able to confirm it was 100% safe to use.</p>

Follow	To go in the direction of or to be guided by instructions	
Generate	To originate, e.g. to produce a solution to a problem. To produce original data by taking measurements	
Give	Supply	
Identify	Recognise, list, name or otherwise characterise	The object in the middle with four legs, a seat and a back is a chair.
Illustrate	Make clear by using examples or provide diagrams	
Implement	Put into action/use/effect	
Interpret	Translate information into recognisable form. Convey one's understanding to others, e.g. in a performance. Explain the meaning of something	
Investigate	To inquire into (a situation or problem)	<p>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.</p> <p>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.</p>

Justify	Present a reasoned case for actions or decisions made	
Measure	Establish a value using a suitable measuring instrument or technique	
Name	To provide appropriate word(s) or term(s)	
Obtain	Acquire	
Outline	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.
Participate	Take part in	
Perform	Present/enact/demonstrate Practically	
Plan	Consider, set out and communicate what is to be done	
Predict	To say that an event or action will happen in the future, as a result of knowledge, experience or evidence	
Present	Produce an exposition/résumé for an audience, e.g. at the conclusion of the project to demonstrate what has been done and the outcome	
Process	A systematic series of actions	
Produce	To bring into existence. Give rise to by intellectual or creative ability: to make or manufacture	
Promote	Work for/urge the adoption of/ support/progress, e.g. a particular course of action/solution	
Propose	Put forward an idea, plan, suggestion for consideration by others	

Recommend	Suggest/put forward as being appropriate, with reasons why	
Reflect	Look back upon and appraise, relate to, e.g. to stated aims. Give contemplative, balanced consideration to an issue or action	
Report	To prepare a detailed account or statement about an event or topic	
Research	Investigation into and study of materials and sources to establish facts and reach conclusions	
Review	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>

Select	Carefully choose as being the most suitable for a task or purpose	
Set up	Prepare a system or set of equipment for operation	
State	Express in precise terms, express in unequivocal terms	
Suggest	Give possible alternatives, produce an idea, put forward, e.g. an idea or plan, for consideration	
Summarise	To sum up or to put things into your own words or to create a précis of the information discussed	
Undertake	Take part in or carry out an Activity	
Use	Apply the information provided or apply prior learning. To put into service or action. Employ for a given purpose	