

TIPS IN WRITING OBJECTIVES

<u>Skill</u>	Commonly Misinterpreted Terms	Behavior Term
Knowledge Comprehension	To know, learn To understand, appreciate	To write, define, repeat, name, list To restate, discuss, describe, explain, review, translate, locate
Application	To show, apply a thorough knowledge of	To operate, illustrate, use, employ, sketch
Analysis	To analyze	To differentiate between, appraise, calculate, test, compare, contrast, solve, criticize
Synthesis	To establish creativity	To compose, propose, plan, design, manage, college, construct, organize, prepare
Evaluation	To show good judgment	To evaluate, rate, select, estimate, measure

EXAMPLES OF ACTION VERBS

FREQUENTLY USED IN WRITING TRAINING OBJECTIVES

Administer	Consolidate	Expedite	Proceed
Adopt	Consult	Formulate	Process
Advise	Control	Furnish	Promote
Analyze	Coordinate	Implement	Propose
Anticipate	Correlate	Improve	Provide
Appraise	Correspond	Initiate	Recommend
Approve	Delegate	Inspect	Report
Arrange	Design	Instruct	Represent
Assemble	Determine	Interpret	Research
Assign	Develop	Investigate	Resolve
Assist	Devise	Issue	Review
Assume	Direct	Maintain	Revise
Assure	Discuss	Monitor	Schedule
Authorize	Dispose	Negotiate	Secure
Calculate	Disseminate	Notify	Select
Circulate	Distribute	Obtain	Sign
Clear	Draft	Operate	Specify
Collaborate	Endorse	Participate	Stimulate
Collect	Establish	Perform	Submit
Compile	Estimate	Place	Supervise
Concur	Evaluate	Plan	Train
Conduct	Execute	Practice	Transcribe
Confer	Exercise	Prepare	Verify