

Task Table

Compare	Bring out qualities or characteristics that are similar . While differences may also be mentioned, emphasize similarities.
Contrast	Bring out qualities or characteristics that are dissimilar . While similarities may also be mentioned, emphasize differences.
Define	Give clear, concise meaning of words or concepts.
Discuss	Consider from various points of view; present different sides . Be complete and include details.
List	State points in clear, concise form.
Evaluate	Present a thorough judgment of something, stressing both advantages and limitations .
Explain	Clarify material in question by stating underlying causes/effects/reasons.
Prove	Establish the truth of something by giving factual evidence and logical reasons.
Summarize	Restate another author's main ideas in your own words. Omit any personal interpretations.
Trace	Give a description of progress, historical sequence, or development from a point of origin.