

# Most Used Assignment Terminologies

Glossary of Task Words

Approved By: [Office for Students](#)

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As per "Office for Students" assignment terms or task words are collection of words or phrases which are commonly used in educational assignments. These words represent some task or instructions for students.

SN	Task Words	Explanation
1	Account for	"Account for" in an assignment means to provide an explanation, clarification, or reasons for something, which is distinct from "Give an account of," which is more akin to providing a detailed description.
2	Analyse	"Analyse" involves breaking down an issue into its individual components, discussing each part, and illustrating how they are interconnected.
3	Assess	"Assess" entails evaluating the significance or worth of something, taking into account its positive, negative, and debatable aspects. This evaluation should include the perspectives of recognized authorities as well as your own judgments.
4	Argue	"Argue" involves presenting a case supported by relevant evidence either in favor of or against a specific point of view.
5	Debate	"Debate" requires taking a stance on a topic and backing it up with evidence and interpretation. This involves presenting reasons both for and against the position taken.
6	Comment on	"Comment on" lacks specificity, but it likely suggests a task beyond mere description or summary. It leans towards requiring analysis or assessment instead.
7	Compare	"Compare" involves recognizing the shared characteristics or qualities of two or more things, typically while also highlighting their differences.
8	Contrast	"Contrast" entails highlighting the differences between two things, while often also acknowledging their similarities.

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9	<b>Criticise</b>	"Criticise" involves articulating your assessment regarding the value or truth of something, indicating the criteria upon which your judgment is founded. This includes citing specific instances to demonstrate how these criteria apply in the given case.
10	<b>Define</b>	"Define" requires providing a statement about the meaning or interpretation of something, offering enough detail to distinguish it from similar entities.
11	<b>Describe</b>	"Describe" entails explaining the primary aspects of an idea or topic, or detailing the sequence in which a series of events occurred.
12	<b>Discuss</b>	"Discuss" involves investigating or examining a subject through argumentation. This includes exploring key points and potential interpretations, engaging in debate, and presenting reasons both for and against various perspectives. Finally, a conclusion should be drawn based on this examination.
13	<b>Evaluate/judge/criticize</b>	"Evaluate" involves appraising the value of something in consideration of its apparent truth, incorporating your personal opinion. It is similar to "assess" in this regard.
14	<b>Enumerate</b>	"Enumerate" requires listing relevant items, possibly in continuous prose rather than in note form, and potentially describing them as well.
15	<b>Examine/explore/investigate</b>	"Examine" involves presenting in-depth analysis and investigating the implications of a subject.
16	<b>Explain</b>	"Explain" involves detailing how things operate or how they reached their current state, which may entail elements of description and analysis.

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17	To what extent...?	"To what extent...?" prompts an exploration of the argument or explanation provided, resembling the approach of "assess" and "criticise." Typically, it involves advocating for a partial acceptance rather than complete agreement with the proposition.
18	How far	"How far...?" functions similarly to "to what extent...?" prompting an exploration or evaluation of a proposition, often advocating for a partial rather than complete acceptance of the argument.
19	Identify	"Identify" involves recognizing and selecting what you consider to be the main features of something, possibly elucidating the criteria you employ for this selection.
20	Illustrate	"Illustrate" is akin to "explain," but it likely requests the inclusion of specific examples, statistics, or visual aids such as maps, graphs, or sketches to support the explanation.
21	Interpret	"Interpret" involves providing clarification or explanation, often indicating how the subject relates to another thing or perspective.
22	Justify	"Justify" entails providing valid reasons for accepting a specific interpretation or conclusion, often involving the necessity to argue a case in support of it.
23	Outline	"Outline" involves highlighting the primary features of a topic or sequence of events, potentially organizing them within a clear structure or framework to demonstrate their interrelation.
24	Prove	"Prove" requires demonstrating the truth of something through the presentation of irrefutable evidence and/or a logical sequence of statements that lead from evidence to conclusion.

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25	Reconcile	"Reconcile" involves demonstrating how two seemingly opposed or mutually exclusive ideas or propositions can be perceived as similar in significant aspects, if not identical. This task typically necessitates analysis and justification.
26	Relate	"Relate" may involve explaining how events occurred or are connected in a cause-and-effect manner, similar to "explain". Alternatively, it might imply comparing and contrasting different elements.
27	Review	"Review" involves examining a topic, focusing more on assessment rather than mere description.
28	State	"State" entails articulating the main points of an idea or topic, possibly resembling the approaches of "describe" or "enumerate."
29	Summarise	"Summarise" involves stating the main features of an argument, excluding unnecessary details and peripheral issues.
30	Trace	"Trace" requires identifying the connection between one thing and another, either in a developmental sense over time or in a cause-and-effect manner. This may involve both describing and explaining the relationship.



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<b>Assignment Type Related Words</b>		
<b>31</b>	<b>Essay</b>	A structured written piece presenting arguments or analyses on a topic, often with a clear thesis.
<b>32</b>	<b>Dissertation</b>	An extensive research project, typically for advanced degrees, presenting original findings.
<b>33</b>	<b>Case Study</b>	In-depth analysis of a specific case or situation to understand underlying principles or issues.
<b>34</b>	<b>Thesis</b>	A lengthy academic document presenting original research findings to support a stated hypothesis.
<b>35</b>	<b>Research Papers</b>	Academic papers presenting original research findings, often peer-reviewed for publication.
<b>36</b>	<b>Projects</b>	Hands-on tasks or activities aimed at achieving specific objectives, often with defined deliverables.
<b>37</b>	<b>Literature Review</b>	A critical analysis of existing literature on a particular topic, providing context for further research.
<b>38</b>	<b>Presentations</b>	Oral or visual communication of information, often accompanied by slides or other visuals.
<b>39</b>	<b>Problem Sets</b>	Sets of problems or exercises given to students for practice or assessment in a specific subject.
<b>40</b>	<b>Lab Reports</b>	Documentation of experiments conducted in a laboratory setting, including observations and analysis.
<b>41</b>	<b>Reflection Papers</b>	Personal responses to experiences, readings, or events, often requiring critical self-analysis.
<b>42</b>	<b>Online Quizzes</b>	Assessments administered online to test knowledge or understanding of course material.
<b>43</b>	<b>Cousework/Homework</b>	Assignments given as part of a course, designed to reinforce learning or assess understanding.

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44	<b>Business Report</b>	Formal document presenting findings, analyses, or recommendations related to a business issue.
<b>Referencing Related Terms</b>		

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45	<b>Harvard/In-Text</b>	Uses author-date in-text citations with a corresponding reference list. E.g., (Smith, 2019).
46	<b>Footnote/Bibliography</b>	Utilizes footnotes or endnotes for citations and a separate bibliography at the end of the document.
47	<b>APA</b>	Follows the guidelines of the American Psychological Association, using author-date in-text citations and a reference list.
48	<b>AMS</b>	Follows the guidelines of the American Mathematical Society, typically using superscript numbers for citations and a numbered list of references.
49	<b>Vancouver Style</b>	Uses numerical citations within the text and a numbered reference list in the order of appearance.
50	<b>MLA</b>	Follows the guidelines of the Modern Language Association, using author-page in-text citations and a Works Cited page.
51	<b>IEEE Referencing</b>	Follows the guidelines of the Institute of Electrical and Electronics Engineers, using numerical citations within brackets and a numbered list of references.
52	<b>Vancouver</b>	Offers two systems: notes and bibliography (footnotes or endnotes with a corresponding bibliography) and author-date (similar to Harvard).
53	<b>Chicago referencing</b>	The Oxford Standard for Citation of Legal Authorities, commonly used in legal writing, with footnotes or endnotes for citations and a bibliography.
54	<b>OSCOLA</b>	General term referring to the act of referencing sources used in academic writing.
55	<b>Citation</b>	Follows the guidelines of the Modern Humanities Research Association, often using footnotes or endnotes for citations and a bibliography.

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56	MHRA	Utilizes footnotes or endnotes for citations and a bibliography, similar to OSCOLA but more general.
57	Oxford	Follows the guidelines of the American Chemical Society, using numerical citations and a numbered list of references.
58	ACS	Follows the guidelines of the American Sociological Association, typically using author-date in-text citations and a reference list.
59	ASA	Follows the Council of Science Editors style, with three systems: citation-sequence, citation-name, and name-year, utilizing numerical or author-date citations and a numbered list of references or a reference list in alphabetical order by authors' last names.
60	CSE	Council of Science Editors (CSE) style is a citation format commonly used in scientific writing, particularly in the fields of biology, chemistry, and other natural sciences. It offers three systems: citation-sequence, citation-name, and name-year, each with specific guidelines for formatting citations and references.
61	AMA	Follows the guidelines of the American Medical Association, using numerical superscript citations and a numbered list of references.



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<b>Subjects &amp; Course Related Terms</b>		
<b>62</b>	<b>TAFE</b>	Technical and Further Education (TAFE) offers vocational education and training courses in various fields, providing practical skills and knowledge for specific industries.
<b>63</b>	<b>MYOB</b>	MYOB (Mind Your Own Business) refers to software used for accounting, payroll, and other financial tasks, often taught in business courses to train students in bookkeeping and financial management.
<b>64</b>	<b>Cookery</b>	Cookery courses focus on culinary skills, including cooking techniques, food safety, menu planning, and kitchen management, preparing students for careers in the food and hospitality industry.
<b>65</b>	<b>SPSS</b>	SPSS (Statistical Package for the Social Sciences) is software used for statistical analysis in social science research and beyond, commonly taught in courses related to statistics, research methods, and data analysis.
<b>66</b>	<b>PERDISCO</b>	PERDISCO (Personalised Learning Environment for Distributed Learning) provides online learning and assessment tools, often used in accounting and finance courses to practice accounting exercises and simulations.
<b>67</b>	<b>SAP</b>	SAP (Systems, Applications, and Products in Data Processing) software is used for enterprise resource planning (ERP), teaching students how to manage business operations and processes, commonly included in management and information technology courses.

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68	HND	Higher National Diploma (HND) courses offer practical and theoretical education in various subjects, providing students with specialized skills for employment or further study, equivalent to the first two years of a bachelor's degree in the UK.
69	MATLAB	MATLAB is a programming language and numerical computing environment used in engineering, mathematics, and science courses for data analysis, simulation, and algorithm development, enabling students to solve complex problems and conduct research.
70	MBA Case Study	MBA programs often include case studies to analyze real-world business scenarios, applying theoretical knowledge to practical situations, fostering critical thinking, decision-making, and problem-solving skills essential for managerial roles.
71	Law Assignment	Law assignments cover various aspects of legal principles, case studies, and legislation, requiring students to analyze, interpret, and apply legal concepts to solve hypothetical legal problems or provide legal advice, developing skills in legal research and writing.
72	Nursing Assignment	Nursing assignments focus on healthcare practices, patient care, medical procedures, and ethical considerations, preparing students for roles in nursing and healthcare professions, emphasizing critical thinking, clinical reasoning, and evidence-based practice.
73	Engineering Assignments	Engineering assignments encompass design projects, problem-solving tasks, and technical analyses in various engineering disciplines, fostering skills in design, analysis, and implementation of engineering solutions, preparing students for careers in engineering industries.

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74	<b>Statistics</b>	Statistics courses cover statistical methods, data analysis techniques, and probability theory, equipping students with skills to collect, analyze, interpret, and present data for decision-making in various fields such as science, business, and social sciences.
75	<b>Masters Assignment</b>	Master's level assignments vary across disciplines, typically involving advanced research, analysis, and critical evaluation of theories and concepts in the chosen field of study, fostering independent thinking, creativity, and expertise necessary for professional practice or further research.
76	<b>PhD Assignment</b>	PhD assignments entail original research projects, dissertations, or theses conducted under the supervision of academic advisors, demonstrating mastery of a specialized area of knowledge, making a significant contribution to the field, and developing scholarly expertise essential for academic careers.
77	<b>Bachelors Assignment</b>	Bachelor's level assignments introduce students to foundational concepts, theories, and practices in their chosen field of study, emphasizing critical thinking, research skills, and academic writing, preparing them for entry-level positions or further education at higher levels.

**Other Assignment Terms**



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78	<b>Deadline</b>	The specified date or time by which an assignment, task, or project must be completed and submitted. Failure to meet deadlines may result in penalties or consequences.
79	<b>Proofread</b>	The process of carefully reviewing written material for errors in grammar, spelling, punctuation, and clarity. It ensures that the text is accurate, coherent, and polished before submission or publication.
80	<b>Plagiarism</b>	The act of presenting someone else's work, ideas, or words as one's own without proper acknowledgment or citation. It is a form of academic dishonesty and can lead to serious consequences, including academic penalties and loss of reputation.
81	<b>Turnitin</b>	A plagiarism detection software widely used by educational institutions to check for originality in submitted documents. It compares the text against a vast database of academic and online sources to identify potential instances of plagiarism.
82	<b>Office for Students</b>	A peak body representing 39 universities in Australia, advocating for the interests of the higher education sector and supporting collaboration among member institutions to enhance the quality and accessibility of tertiary education.