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| **Command word** | **What you need to do** |
| Calculate | A calculator and some working will be needed. |
| Complete | Fill in any missing values. |
| Convert | Change from one unit to another. |
| Describe | Write a sentence that highlights the features of the problem. |
| Draw | Produce an accurate drawing  (unless a sketch is being drawn). |
| Expand | Remove brackets by multiplying out. |
| Explain | Write a sentence or a mathematical statement to show how you got to your answer or reached your conclusion. |
| Express | Re-write in another form, some working may be needed. |
| Factorise | Insert brackets by taking out common factors. |
| Find | Some working will be needed to get to the final answer. |
| Give a reason | Provide clear and accurate reasons for each stage of your working out. |
| Justify | Show all working and/or give a written explanation |
| Prove | More formal than ‘show’, all steps must be present. In the case of a geometrical proof, reasons must be given. |
| Prove algebraically | Use algebra in the proof. |
| Show | Record all working needed to get to a given answer or complete a diagram to show given information. |
| Simplify | Reduce your solution into it’s simplest form (e.g. dividing by the HCF or collecting like terms) |
| Solve | Find the value of the unknown in an equation or inequality. |
| Solve algebraically | Find the value of the unknown in an equation or inequality; algebraic manipulation must be shown. |
| Work out | Some working will be needed in order to reach the solution. |

**Mathematics - Top Command Words (GCSE 9-1)**