

★ In this course, the **single** most important concept / underlying thesis is:

| My Course:<br>Yes or No? | Category<br>(Bloom's Taxonomy)  | Key Words, Examples, and Question Prompts  | Real-World Examples from My Area(s) of Specialization | Ideas for Questions Related to My Course |
|--------------------------|---|--|---|--|
|                          | <b>Knowledge</b><br>Recall data or information  | <b>Key Words:</b> define, describe, identify, label, list, match, name, outline, reproduce, select, state<br><b>Examples:</b> Recite a policy. Quote rules from memory. Know safety procedures.<br><b>Prompts:</b> <i>Who...? What...? When...? Where...?</i>  |   |  |
|                          | <b>Comprehension</b><br>Understand the meaning, translation, interpolation, and interpretation of instructions and problems. State a problem in one's own words.        | <b>Key Words:</b> convert, defend, estimate, explain, extend, generalize, give an example of, interpret, paraphrase, rewrite, summarize, translate<br><b>Examples:</b> Rewrite the principles of X. Explain in your own words the steps for performing a complex task. Translate an equation into a computer spreadsheet.<br><b>Prompts:</b> <i>In your own words, ...; Convert X into Y;</i>  |   |  |
|                          | <b>Application</b><br>Use a concept in a new situation or unprompted use of an abstraction. Apply what was learned in the classroom to novel situations.                | <b>Key Words:</b> apply, change, compute, construct, demonstrate, manipulate, modify, operate, predict, prepare, produce, relate, show, solve, use<br><b>Examples:</b> Use a manual to calculate an employee's vacation time. Apply laws of statistics to evaluate the reliability of a written test.<br><b>Prompts:</b> <i>How is X an example of Y? How is X related to Y? Using..., complete the following task:...; Given X and Y, what is ...?</i>  |   |  |
|                          | <b>Analysis</b><br>Separate material or concepts into component parts so that its organizational structure may be understood. Distinguish between facts and inferences. | <b>Key Words:</b> analyze, break down, compare, contrast, diagram, deconstruct, differentiate, discriminate, distinguish, identify, illustrate, infer, outline, relate, select, separate<br><b>Examples:</b> Troubleshoot a piece of equipment by using logical deduction. Recognize logical fallacies in reasoning. Gather information from a department and selects the required tasks for training.<br><b>Prompts:</b> <i>What are the features of ...? How does ... compare to ...? Diagram the process of ...; How would you classify... according to...?</i>                                 |   |  |
|                          | <b>Synthesis</b><br>Build a structure or pattern from diverse elements. Put parts together to form a whole, with emphasis on creating a new meaning or structure.       | <b>Key Words:</b> categorize, combine, compile, compose, create, devise, design, generate, modify, organize, plan, rearrange, reconstruct, relate, reorganize<br><b>Examples:</b> Write a company operations or process manual. Design a machine to perform a specific task. Integrate training from several sources to solve a problem. Revise a process to improve the outcome.<br><b>Prompts:</b> <i>Given ..., what do you predict? How would you create / improve upon a new ...? If you combined X and Y, what would happen? Given these facts, what solution would you suggest to ... ?</i> |   |  |
|                          | <b>Evaluation</b><br>Make judgments about the value of ideas or materials.  | <b>Key Words:</b> appraise, compare, conclude, contrast, criticize, critique, defend, discriminate, evaluate, explain, interpret, justify, relate, support<br><b>Examples:</b> Select the most effective solution. Hire the most qualified candidate. Explain and justify a new budget.<br><b>Prompts:</b> <i>How would you rate ...? What criteria would you use to assess...? Do you agree (that)...? How would you rank the importance of...?</i>   |   |  |