

Tips for Writing Objectives

Purpose Statement

Your purpose statement should reflect the overall purpose of the program. This can be as simple as a sentence. If you are planning a conference of several presentations, the purpose statement will reflect the overall purpose of the conference. Your objectives will then specifically address what the learner is to accomplish at the end of the conference.

Objectives

Objectives should be learner centered and be objective. They should reflect, in measurable terms, what the learner will learn at the completion of the program. Objectives are based on the overall purpose and title of the program. When writing the objectives for your program, keep the following in mind:

- are these objectives specific
- are these objectives observable
- are these objectives achievable in the allotted time
- do these objectives measure learning outcomes

For those familiar with Bloom's Taxonomy, the action verbs associated with the different levels of learning is appropriate. The table of suitable action verbs related to Bloom's Taxonomy is available in chart form on the following page. As with any part of this process, we are here to help you if you need assistance.

Example: At the completion of this program, the learner will:

State..

List...

Define...

See pages 2 and 3 for suggested action verbs...

ANCC CE EDUCATIONAL OBJECTIVES TIP SHEET

1. Educational objectives are written statements that describe learner-oriented outcomes that may be expected as a result of participation in the educational activity.
2. These statements describe knowledge, skills, and/or practice changes that should occur upon successful completion of the educational activity.
3. Objectives are developed collaboratively by planners and faculty/presenters/authors and **MUST** relate to the purpose of the activity.

LIST OF POSSIBLE VERBS FOR DEVELOPING MEASURABLE OBJECTIVES:

	Comprehension	Application	Analysis	Synthesis	Evaluation
Knowledge					
define	translate	interpret	distinguish	compose	judge
repeat	restate	apply	analyze	plan	appraise
list	discuss	employ	differentiate	propose	rate
recall	describe	use	appraise	design	compare
name	explain	demonstrate	calculate	formulate	revise
relate	express	dramatize	experiment	arrange	score
underline	identify	practice	test	assemble	select
	locate	illustrate	compare	collect	choose
	report	operate	contrast	construct	assess
	review	schedule	criticize	create	estimate
	tell	shop	inspect	set up	measure
		sketch	debate	organize	
			inventory	manage	
			question	prepare	
			relate		
			solve		
			examine		
			categorize		

Behavior Words that Are Not Measurable

know	learn	communicate
understand	increase	implement
appreciate	enjoy	believe
become aware of	recognize	motivate
grasp the significance of		

Action Verbs for Writing Objectives

Know		Comprehend	
Count	Read	Classify	Interpret
Define	Recall	Cite	Locate
Describe	Recite	Conclude	Make sense of
Enumerate	Record	Describe	Paraphrase
Find	Reproduce	Discuss	Predict
Identify	Select	Estimate	Report
Label	Sequence	Explain	Restate
List	State	Generalize	Review
Match	View	Give examples	Summarize
Name	Write	Illustrate	Trace
Apply		Analyze	
Assess	Instruct	Break down	Examine
Change	Predict	Characterize	Illustrate
Chart	Prepare	Classify	Infer
Choose	Produce	Compare	Limit
Compute	Relate	Contrast	Outline
Construct	Report	Correlate	Point out
Demonstrate	Select	Diagram	Prioritize
Determine	Show	Differentiate	Relate
Develop	Solve	Discriminate	Separate
Establish	Use	Distinguish	Subdivide
Synthesize		Evaluate	
Adapt	Invent	Appraise	Interpret
Categorize	Modify	Argue	Judge
Compose	Organize	Assess	Justify
Construct	Perform	Choose	Predict
Create	Produce	Compare & Contrast	Prioritize
Design	Propose	Conclude	Prove
Formulate	Reinforce	Critique	Rank
Generate	Reorganize	Decide	Rate
Incorporate	Rewrite	Defend	Reframe
Integrate	Structure	Evaluate	Support