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Constructing Concept Statements

A concept must be:

- | | | |
|---|---|---|
| <input type="checkbox"/> Timeless – able to work in the past present and future | <input type="checkbox"/> Universal | <input type="checkbox"/> One or two words only |
| | <input type="checkbox"/> Promotes Abstract Thinking | <input type="checkbox"/> Share common attributes. |

Concept Statement Construction - Errors

- | | |
|---|---|
| <input type="checkbox"/> Use of Level One Verbs: influence, affects, impacts, is, are, have | <input type="checkbox"/> Use of passive voice (look for statements that use ... by) eg The ball was thrown by me (passive voice); I threw the ball (active voice) |
| <input type="checkbox"/> Use of Proper nouns (this locks the statements in time, place or situation) | <input type="checkbox"/> Statements are untrue or unclear |
| <input type="checkbox"/> Use of pronouns (I, us, our, me, they, she, he, its, you, their, etc) | <input type="checkbox"/> Statements contain only one concept |
| | <input type="checkbox"/> Value statements |

**Statements may need a qualifier to correct the statement (can, may, often)*

Concept Statements – transfer across, time, culture and situation

- Timeless – able to work in the past present and future
- Universal
- Promote Abstract Thinking

Level 2 & 3 Verbs

Achieve	Balance	Convey	Dramatize	Expedite
Accelerate	Bring	Cooperate	Draw	Experiment
Accomplish	Bring about	Coordinate	Draw up	Explain
Acquire	Build	Correlate	Drive	Express
Activate	Calculate	Correspond	Earn	Facilitate
Adapt	Challenge	Create	Edit	Fashion
Address	Chart	Cultivate	Elaborate	Finance
Adjust	Check	Deal	Eliminate	Fix
Administer	Clarify	Decide	Empathize	Follow
Advance	Classify	Define	Employ	Document
Allocate	Collect	Delegate	Enact	Draft
Analyze	Command	Deliver	Encourage	Dramatize
Anticipate	Communicate	Demonstrate	Enforce	Draw
Approve	Compile	Design	Engineer	Draw up
Arrange	Compose	Detect	Enhance	Drive
Ascertain	Compute	Determine	Enlist	Earn
Assemble	Conceive	Develop	Ensure	Edit
Assess	Condense	Devise	Equip	Elaborate
Assign	Conduct	Direct	Establish	Eliminate
Assimilate	Conserve	Discover	Estimate	Empathize
Assist	Consolidate	Display	Evaluate	Employ
Assure	Construct	Distribute	Examine	Enact
Attain	Contribute	Document	Execute	Encourage
Attend	Convert	Draft	Expand	Enforce

Engineer	Monitor	Project	Revamp	Succeed
Enhance	Motivate	Promote	Review	Summarize
Enlist	Move	Propose	Revise	Supersede
Ensure	Navigate	Protect	Revitalize	Supervise
Equip	Negotiate	Prove	Revive	Supply
Establish	Nominate	Provide	Rout	Survey
Estimate	Observe	Publicize	Save	Symbolize
Evaluate	Obtain	Purchase	Schedule	Synergize
Examine	Offer	Question	Screen	Talk
Execute	Optimize	Raise	Secure	Teach
Expand	Orchestrate	Read	Select	Tend
Expedite	Order	Realize	Sense	Test
Experiment	Organize	Reason	Separate	Tell
Explain	Originate	Receive	Serve	Trace
Express	Overcome	Recognize	Service	Track
Facilitate	Oversee	Recommend	Set up	Train
Fashion	Paint	Reconcile	Shape	Transcribe
Finance	Participate	Record	Share	Transfer
Fix	Perceive	Recruit	Shift	Transform
Follow	Perfect	Rectify	Show	Translate
Launch	Perform	Redesign	Simplify	Travel
Learn	Persuade	Reduce	Sketch	Treat
Lead	Photograph	Reevaluate	Sell	Trim
Lift	Pilot	Refer	Solidify	Uncover
Listen to	Pioneer	Refine	Solve	Undertake
Locate	Place	Regulate	Sort	Unify
Make	Plan	Relate	Spark	Unite
Maintain	Play	Remember	Spearhead	Update
Manage	Predict	Render	Speak	Upgrade
Manipulate	Prepare	Reorganize	Staff	Use
Market	Prescribe	Repair	Stimulate	Utilize
Master	Present	Report	Streamline	Validate
Mediate	Prevent	Represent	Strengthen	Verify
Memorize	Problem	Research	Stress	Widen
Mentor	Solve	Resolve	Stretch	Withdraw
Meet	Process	Respond	Structure	Win
Minimize	Procure	Restore	Study	Work
Model	Produce	Retrieve	Substitute	Write