

# Writing Actionable Learning Objectives



Job Aid Derived from Bloom's Taxonomy

Cognitive Process Dimension						
<p><b>Step 1:</b> Determine what the learner is expected to do after the training, then match that behavior with a dimension on the right.</p>	<p><b>Remember:</b> retrieve relevant knowledge from long term memory</p>	<p><b>Understand:</b> determine the meaning of instructional messages</p>	<p><b>Apply:</b> carry out or use a procedure in a given situation</p>	<p><b>Analyze:</b> break material into its constituent parts and detect how the parts relate to one another and to an overall structure or purpose</p>	<p><b>Evaluate:</b> make judgments based on criteria and standards</p>	<p><b>Create:</b> put elements together to form a novel, coherent whole or make an original product</p>
Action Verbs						
<p><b>Step 2:</b> Write the learning objective using an action verb from the appropriate dimension.</p> <p><b>Ex. Remember:</b> <i>List three major symptoms related to too much stress.</i></p> <p><b>Understand:</b> <i>Explain the four basic principles of interpersonal communication.</i></p> <p><b>Apply:</b> <i>Demonstrate how to add a contact to your Outlook Address Book.</i></p> <p><b>Analyze:</b> <i>Distinguish between a primary and a secondary source.</i></p> <p><b>Evaluate:</b> <i>Evaluate a project request submission and determine whether to accept or deny the request.</i></p> <p><b>Create:</b> <i>Develop guidelines for effective employee coaching.</i></p>	Characterize Define Describe Identify Indicate Label List Match Name Outline Point Read Recall Recite Recognize Record Reproduce Select State Write	Classify Compare Compute Contrast Convert Defend Derive Differentiate Distinguish Explain Find Generate Illustrate Interpret Locate Paraphrase Predict Report Review Translate	Apply Calculate Change Choose Classify Complete Demonstrate Discover Examine Modify Operate Order Practice Prepare Produce Schedule Show Sketch Solve Use Utilize	Analyze Collect Combine Conclude Construct Contract Detect Determine Diagram Distinguish Experiment Inspect Integrate Organize Question Regroup Relate Separate Specify Summarize	Appraise Assess Conclude Decide Estimate Evaluate Grade Judge Justify Measure Rank Rate Recommend Revise Score Support Test	Alter Combine Compose Conduct Design Develop Document Draw Formulate Generalize Plan Propose Rearrange Signify Synthesize Systematize
Measurable Assessment						
<p><b>Step 3:</b> Write an assessment question that measures the objective.</p>	<p><i>See the next two pages for examples of measurable assessment questions.</i></p>					