Guidelines for Writing Outcome/Goal Statements and Objectives

1. **Outcome/Goal Writing Requirements:** Outcome/Goal statements provide the general, overarching basis for evaluating the learning process. Written from the trainer's perspective, these statements identify the target audience, the need to be addressed by the training, and the scope covered by the training material. Answers the Question - What am I going to train/teach?

2. **Objective Writing Requirements:** Objective statements describe actions students can take to show what they have accomplished during a training session**.** Objectives serve as benchmarks to assist trainers in planning and evaluating. Answers the Question – What are students and I going to do in order to grow in understanding?
   a. **Action Statement:** specifies the student's competency or performance expected during the course/event. Begin with only one present tense, observable, measurable, and reliable action verb. See list below.
   b. **Condition:** describes the "condition" under which the objective is taught or measured in the learning environment. "Condition" may include: environment, safety considerations, resources, and/or constraints.
   c. **Standard:** provides the criteria used to measure whether students meet the objective at an established baseline.

General, Overarching Verbs for Outcome/Goal Statements

know	understand	appreciate	become

Observable, Measurable, Reliable Action Verbs for Objective Statements

REMEMBERING			
locate	name	define	find
list	recall	retell	match
COMPARING			
categorize	distinguish	contrast	differentiate
debate	review	sort	connect
INTERPRETING			
explain	analyze	conclude	summarize
question	suggest	explore	discuss
CREATING			
dramatize	write	design	create
speak	construct	draw	revise
APPLYING			
relate	show	identify with	apply
connect	imagine	illustrate	see the relevance
DECIDING			
choose	serve	decide	act
participate	use	help	work