Learning Objectives Worksheet and Verb List

Write clear, measurable objectives with the ABCD method and Bloom's taxonomy

1. ABCD objective builder

One row per objective. The behavior must be something you can observe.

Audience	Behavior (verb + task)	Condition	Degree
New associates	Recommend a product upgrade	Given a purchase history	In 4 of 5 role-plays

2. Bloom's taxonomy verb list

Level	Verbs
Create	design, develop, compose, plan, construct, produce, formulate, build
Evaluate	assess, justify, critique, recommend, prioritize, judge, select, defend
Analyze	diagnose, compare, troubleshoot, differentiate, examine, categorize, investigate
Apply	perform, demonstrate, calculate, operate, use, complete, solve, conduct
Understand	explain, summarize, classify, describe, paraphrase, interpret, give examples
Remember	list, define, identify, name, recall, recognize, state, match

3. Verbs to avoid

These describe states you cannot observe: understand, know, learn, appreciate, be aware of, be familiar with, grasp, believe. Ask: what would someone do to show it?

4. Quality check for each objective

- [ ] Starts from a real job task
- [ ] Uses one observable verb
- [ ] Verb is at the level the job needs
- [ ] Includes a condition, if it matters
- [ ] Includes a measurable standard
- [ ] Can be assessed in the course
- [ ] Learners would understand it
- [ ] Linked to a business goal

5. Terminal and enabling objectives

Write the end goal first, then the steps that build up to it.

Terminal objective (end of course)

Enabling objective 1

Enabling objective 2

Enabling objective 3

Full guide: elearningsolutionslab.com/learning-objectives/ | Need help? elearningsolutionslab.com/contact/