

## Action Verbs

Accomplished	Performed, completed, succeeded in doing
Achieved	Reached or attained by effort
Acquired	Gained by and for oneself
Adjusted	Arranged, put in the correct order
Administered	Managed or directed the execution of affairs
Adopted	Took up and practiced as one's own
Advanced	Moved or put forward, made progress
Advised	Recommended a course of action, offered an informed opinion based on specialized knowledge
Aided	Helped, assisted
Analyzed	Separated into elements and critically examined
Answered	Gave the solution to a problem, be responsible to/for
Anticipated	Foresaw and dealt with in advance
Appraised	Gave an expert judgement of worth or merit
Approved	Accepted as satisfactory, exercised final authority with regard to commitment of resources
Arranged	Made preparation for an event, put in proper order
Assembled	Collected gathered together in a predetermined order from various sources
Assessed	Estimate the quality, size or value
Assigned	Specified or designated tasks or duties to be performed by others
Assisted	Helped, aided
Assumed	Undertook, took for granted
Assured	Gave confidence, made certain of
Attained	Arrived at, reached, gained, accomplished
Attended	To be present at, go regularly to
Authored	Originated an event, a condition
Authorized	Approved, empowered through vested authority
Began	Started or performed for the first time
Benefited	Done good to, brought advantage to
Budgeted	Estimated income and expenditure
Built	Constructed or put together
Calculated	Made a mathematical computation

Cared for	Look after, keep safe
Categorized	Place in explicit division
Changed	Altered or modified
Circulated	Passed from person to person or place to place
Classified	Arranged in classes, arranged
Cleared	Gained approval of others
Coached	Trained or taught, encouraged
Coded	Using words, letter, figures or symbols to ensure secrecy
Collaborated	Worked jointly with, cooperated with others
Collected	Gathered
Communicated	Convey message by writing, oral, verbal, or motion
Compiled	Put together information, collected from other documents
Completed	Finished, or made whole
Composed	Construct or create
Computed	Calculated
Conceived	Imagined, thought, formulated
Concurred	Agreed with a position, statement, action or opinion
Conducted	Carried on, directed the execution of
Conferred	Consulted with others to compare views
Configured	Arranged parts or elements in a particular form
Consolidated	Brought together
Constructed	Built, formed, arranged or created
Consulted	Sought the advice of others
Contacted	Touched, meet, or communicated
Contributed	Gave towards a common goal or purpose
Controlled	Measured, interpreted, and evaluated action for conformance with plans or desired results
Coordinated	Regulated, adjusted, or combined the actions of others to attain harmony
Correlated	Established a reciprocal relationship
Corresponded	Communicated with
Counseled	Gave advice, consulted
Counted	Added, subtracted, multiplied, and divided numbers or amounts
Created	Made, caused, originated
Dealt with	Took measures concerning, put something in order
Decreased	Made or became smaller or fewer

Delegated	Commissioned another to perform tasks or duties that may carry specific degrees of accountability
Delivered	Distributed, launched
Demonstrated	Shown evidence of, describe or explain
Designated	Appointed to an office or function
Designed	Conceived, created, and executed according to plan
Determined	Resolved, fixed conclusively or authoritatively
Developed	Disclosed, discovered, perfected or unfolded a plan of ideas
Devised	Came up with something new, perhaps by combining or applying known ideas or principles
Devoted	Applied or gave over to, loving or loyal
Directed	Guided work operations through the establishment of objectives, policies, rules, practices, methods and standards
Discussed	Exchanged views for the purpose of arriving at a conclusion
Displayed	Exposed for view, exhibit, show, reveal
Disposed	Got rid of
Disseminated	Spread or dispersed information
Distributed	Delivered to proper destination
Documented	Record, write
Drafted	Prepared papers or documents in preliminary form
Earned	Deserved, obtained as reward for hard work or merit
Edited	Assembled, prepared, modified or condensed
Educated	Gave intellectual, moral and social instruction to
Emoted feelings	Listened, understood, and accepted. Was sensitive to others'
Emphasized	Brought into special attention
Encouraged	Gave courage, confidence or hope to
Endorsed	Supported or recommended
Enforced	Compelled the observance of, impose
Engineered	Arranged, contrived or brought about
Entertained	Sang, acted, played music, spoke to an audience, etc.
Established	Brought into existence
Estimated	Forecasted future requirements
Evaluated	Determined or fixed the value of
Examined	Looked closely or analytically at
Executed	Put into effect or carried out
Exercised	Exerted

Expanded	Increased in size, bulk or importance
Expedited	Accelerated the process or progress of
Facilitated	Made easier or less difficult
Familiarized	Made conversant or well acquainted with
Filed	Store, place, submit
Finished	Brought to an end, completed
Forecasted	Predicted, estimated or calculated beforehand
Formed	Developed or established as a concept, practice
Formulated	Developed or devised
Functioned as	An official or professional duty
Furnished	Provided with what is needed, supplied
Gained	Obtained, acquired
Gathered	Brought or came together, assembled, accumulated
Generated	Produced
Governed	Ruled or controlled with authority
Guided	Lead, advised
Handled	Managed or dealt with
Helped	Assisted or gave support to
Hired	Procured the use of, made oneself available for employment
Hosted	Welcomed people, served guests or customers, made sure needs
were anticipated	
Identified	Established the identity of, recognized
Illustrated	Provided an example of, explained or made clear
Implemented	Carried out, executed a plan or program
Improved	Made something better
Increased	Made or became greater in size, advanced, intensified
Informed	Told, made aware of, knowledge in
Initiated	Started or introduced, enterprise, or begin something
Inputted	Contributed information, ideas, etc.
Inspected	Critically examined for suitability
Inspired	Stimulated, prompted
Installed	Place in a position ready for use
Instituted	Established, founded
Instructed	Taught, directed, commanded
Interacted	Acted, communicated with others
Interfaced	Connected with
Interpreted	Explained something to others

Interviewed	Consulted, a session of formal conversation
Invented	Created by thought, originated
Inventoried	Took stock of
Investigated	Studied through close examination and systematic inquiry
Issued	Put forth or distributed officially
Kept	Have continuous charge of
Led	Guiding or showing the way
Learned	Gained knowledge of or skill in by study
Lectured	Gave information about a subject to an audience
Liaised	Acted as link with/between
Listed	Made a list
Maintained	Kept in an existing state
Managed	Organize, regulate, be in charge of
Manipulated	Handled, treated or used skillfully
Marketed	Sold, made available to sell
Mastered	Acquired the complete knowledge of or skill in
Measured	Carefully considered, regular in movement
Mediated	Helped others work out differences, managed conflict
Mitigated	Make milder or less intense or severe, moderate
Modified	Made partial changes, made different
Monitored	Watched, observed, or checked for a specific purpose
Motivated	Stimulated the interest of
Moved	Changed the position of
Negotiated	Conferred with others with an the goal of reaching agreement
Notified	Made known to
Observed	Watched closely, noticed details
Operated	Performed an activity or series of activities
Ordered	Authoritative command, direction, instruction
Organized	Arranged in an orderly manner
Oriented	Introduced a subject, idea or situation, made familiar
Originated	Invented, created
Packaged	Bundled things together, or presented so as to appeal to the public
Participated	Took part in
Performed	Fulfilled or carried out some action
Persuaded	Caused another person to believe, convinced
Placed	Located and chose positions for
Planned	devised or projected the realization of a course of action

Portrayed	Drew, painted, illustrated, photographed
Possessed	Have as a faculty, quality
Practiced	Performed work repeatedly in order to gain proficiency
Prepared	Made ready for a particular purpose
Presented	Introduced, offered, exhibited
Presided	Be in a position of authority over, in control
Proceeded	Begin to carry out an action
Produced	Manufactured, brought forward for consideration
Processed	Subject something to special treatment, handle in accordance with prescribed procedure
Profited	Benefited from
Progressed	Advanced or developed towards completion, improved
Promoted	Advanced to a higher level or position
Proposed	Declared a plan or intention
Provided	Supplied what is needed, furnish
Published	Prepared and publish
Purchased	Obtained or achieved at some cost
Qualified	Satisfy the conditions or requirements
Received	Took, accepted, acquired
Received instruction	Acquired information, instruction
Recommended	Advised or counseled on a course of action, offer or suggestion
Recorded	Preserved in writing
Redesigned	Designed again or differently
Reduced	Made or became smaller or less
Referred	Sent on or directed
Refined	Made or became free from errors, polished
Regulated	Controlled by rules
Related	Established by a connection between
Reorganized	Organized differently
Repaired	Restored to good condition, renovated or mended
Replaced	Put back into place, found or provided a substitute
Represented	Act in the place of or for
Reported	Give an account of, furnish information or data
Researched	Inquire into a specific matter from several sources
Resolved	Solved, explained, cleared up, settled
Responded	Answer, give a reply
Returned	Brought, put or sent back

Reviewed	Examine or re-examine
Revised	Rework in order to correct or improve
Rewarded	A return or recompense for service or merit
Satisfied	Met the expectations, complied with
Scheduled	Plan a timetable
Screened	Checked on for the presence or absence of a quality
Searched	Examined, go over to find something
Secured	Gain possession of, make safe
Selected	Choose the best suited
Set-up	Fixed, arranged or mounted
Shipped	Sent, delivered
Showed	Offered, exhibited or produced
Signed	Formally approve a document by affixing a signature
Simplified	Make easy
Situated	Put in a certain position or circumstance
Sold	Exchange for money
Solved	Found an answer to
Sorted	Arranged systematically or according to type, class, etc.
Specified	State precisely in detail or name explicitly
Spoke	Communicate by voice, not singing
Sponsored	Lent support to
Staffed	A person or thing that supports or sustains
Staged	Arranged the occurrence of
Stimulated	Excite to activity; urge
Stipulated	Laid down in terms of an agreement
Straightened	Put into proper order, level, symmetrical
Stocked	Made an inventory, put in goods or supplies
Studied	Acquired information, knowledge, skill
Submitted	Yield or present for the discretion or judgement of others
Summarized	Sum up; provide a brief account
Supervised	Personally oversee, direct, or guide the work of others with responsibility for meeting standards of performance
Supplied	Provided or furnished, met a necessity
Supported	Gave strength to, encouraged
Synthesized	Combined information or ideas together, made things whole
Systematized	Created a system, a systematic approach
Taught	Communicated, instructed

Tested	Examined
Tutored	Privately taught
Trained	Teach or guide others in order to bring up a predetermined standard
Transferred	Conveyed, removed or handed over
Transcribed	Transfer data from one form of record to another or from one method of preparation to another without changing the nature of the data
Translated	Expressed the sense of in another language, convert
Transmitted	Passed or handed off, transferred
Transported	Drove, lifted, carried, hauled things from one place to another
Travelled	Go from one place to another
Treated	Took care of sick people
Troubleshoot	Detected and corrected problems
Turned around	Received, processed, then sent out again
Understood	Perceived the significance of the meaning of
Used	Bring into service
Utilized	Made practical use of
Verified	Conform or establish authenticity; substantiate
Visualized	Imagined possibilities
Volunteered	Voluntarily took part in
Word-processed	Electronically stored text on a computer
Worked	Task to be undertaken, result of an action
Wrote	Mark paper with pen, pencil, using symbols, letters, words

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