

ACTION VERBS by CATEGORY

COMMUNICATION

| | | | | | | |
|-------------|----------|-----------|-------------|-------------|-----------|------------|
| Address | Confront | Document | Incorporate | Meet | Promote | Respond |
| Advertise | Consult | Draft | Influence | Moderate | Publicize | Solicit |
| Arbitrate | Contact | Edit | Inform | Motivate | Publish | Specify |
| Arrange | Convey | Educate | Interact | Negotiate | Question | Speak |
| Ascertain | Convince | Elicit | Interview | Observe | Recruit | Suggest |
| Brief | Define | Explain | Involve | Outline | Refer | Summarize |
| Collaborate | Describe | Express | Lecture | Participate | Reinforce | Synthesize |
| Communicate | Develop | Follow-up | Market | Persuade | Report | Translate |
| Compose | Direct | Formulate | Mediate | Present | Resolve | Write |

CREATIVE

| | | | | | | |
|-----------|---------------|-----------|------------|-----------|------------|------------|
| Act | Conceptualize | Display | Fashion | Integrate | Photograph | Remodel |
| Adapt | Conduct | Draft | Forge | Introduce | Pilot | Renovate |
| Advertise | Create | Dramatize | Formulate | Invent | Pioneer | Replace |
| Begin | Customize | Draw | Found | Market | Plan | Revise |
| Broaden | Demonstrate | Entertain | Illustrate | Model | Present | Revitalize |
| Combine | Design | Establish | Imagine | Modernize | Produce | Shape |
| Compose | Develop | Execute | Improvise | Modify | Recommend | Sketch |
| Conceive | Direct | Exhibit | Initiate | Originate | Redesign | Spearhead |
| Condense | Discover | Explore | Institute | Perform | Rehearse | Transform |

FINANCIAL

| | | | | | | |
|------------|-----------|-----------|----------|---------|----------|-----------|
| Account | Appraise | Compute | Develop | Market | Prepare | Reconcile |
| Adjust | Audit | Conserve | Estimate | Measure | Procure | Reduce |
| Administer | Balance | Control | Finance | Monitor | Project | Research |
| Allocate | Budget | Correct | Forecast | Net | Purchase | Retrieve |
| Analyze | Calculate | Determine | Manage | Plan | Qualify | Transfer |

HELPING

| | | | | | | |
|------------|-------------|-------------|-----------|-------------|-----------|--------------|
| Adapt | Arrange | Contribute | Educate | Expedite | Moderate | Prevent |
| Advise | Assess | Cooperate | Enable | Facilitate | Observe | Provide |
| Advocate | Assist | Counsel | Encourage | Familiarize | Orient | Reconcile |
| Aid | Clarify | Deliver | Enlist | Foster | Predict | Rectify |
| Answer | Coach | Demonstrate | Ensure | Guide | Prescribe | Refer |
| Anticipate | Collaborate | Diagnose | Evaluate | Handle | Protect | Rehabilitate |

LEADERSHIP/MANAGEMENT

| | | | | | | |
|------------|---------------|-----------|-------------|-------------|------------|------------|
| Accomplish | Conceptualize | Determine | Execute | Lead | Preserve | Replace |
| Administer | Conduct | Develop | Formulate | Leverage | Preside | Review |
| Account | Contract | Direct | Generate | Manage | Produce | Revitalize |
| Adjust | Consolidate | Dispatch | Handle | Maintain | Prioritize | Reward |
| Analyze | Consult | Dispense | Head | Merge | Propose | Save |
| Appoint | Contract | Eliminate | Hire | Motivate | Protect | Set goals |
| Approve | Coordinate | Employ | Implement | Orchestrate | Realize | Schedule |
| Assign | Decide | Emphasize | Improve | Organize | Recommend | Streamline |
| Assume | Decrease | Enforce | Incorporate | Overhaul | Recruit | Strengthen |
| Attain | Delegate | Establish | Increase | Oversee | Regulate | Supervise |
| Chair | Design | Evaluate | Initiate | Plan | Reorganize | Unify |

ORGANIZATIONAL

| | | | | | | |
|-------------|-------------|-------------|------------|------------|------------|-------------|
| Approve | Conserve | Extract | Log | Process | Review | Streamline |
| Arrange | Consolidate | Generate | Maintain | Purchase | Revise | Substitute |
| Categorize | Correct | Identify | Monitor | Record | Schedule | Standardize |
| Classify | Diagram | Implement | Obtain | Reshape | Screen | Systematize |
| Code | Distribute | Incorporate | Operate | Reorganize | Set up | Tabulate |
| Collaborate | Enlist | Inspect | Organize | Respond | Shape | Target |
| Collect | Execute | Integrate | Prepare | Retrieve | Specialize | Update |
| Compile | Expedite | Join | Prioritize | Revamp | Specify | Validate |

RESEARCH

| | | | | | | |
|------------|----------|-----------|------------|-------------|----------|--------------|
| Accumulate | Clarify | Design | Evaluate | Hypothesize | Locate | Study |
| Acquire | Collect | Detect | Examine | Identify | Modify | Summarize |
| Amplify | Compare | Determine | Experiment | Inspect | Organize | Survey |
| Analyze | Conduct | Discover | Extract | Interpret | Process | Systemize |
| Calculate | Critique | Disprove | Formulate | Interview | Review | Test |
| Chart | Diagnose | Dissect | Gather | Investigate | Research | Troubleshoot |

RESULTS

| | | | | | | |
|------------|------------|-----------|------------|----------|--------------|-----------|
| Achieve | Award | Eliminate | Fortify | Map | Re-establish | Succeed |
| Accelerate | Complete | Enlarge | Improve | Maximize | Resolve | Transform |
| Accomplish | Compound | Establish | Increase | Measure | Restore | Trim |
| Add | Contribute | Exceed | Initiate | Obtain | Selected as | Triple |
| Advance | Decrease | Excel | Introduce | Pioneer | Solicit | Validate |
| Attain | Double | Expand | Launch | Prove | Stabilize | Widen |
| Augment | Effect | Extend | Lower cost | Reduce | Standardize | Won |

TEACHING

| | | | | | | |
|------------|-------------|------------|---------------|-------------|---------------|-------------|
| Accept | Clarify | Designate | Explore | Inform | Organize | Simplify |
| Adapt | Coach | Develop | Facilitate | Initiate | Persuade | Solicit |
| Advise | Command | Direct | Focus | Inquire | Ponder | Speculate |
| Analyze | Communicate | Discipline | Generate | Install | Postulate | State |
| Apply | Compliment | Educate | Guide | Instruct | Praise | Stimulate |
| Appraise | Conduct | Elaborate | Head | Interact | Provoke | Structure |
| Appreciate | Consider | Elicit | Hypothesize | Integrate | Question | Synthesize |
| Asses | Cooperate | Emphasize | Identify | Investigate | Reinforce | Systematize |
| Assign | Coordinate | Enable | Implement | Listen | Rephrase | Teach |
| Categorize | Critique | Evaluate | Indicate | Modify | Reward | Theorize |
| Challenge | Define | Excite | Individualize | Motivate | Set Goals | Train |
| Choose | Demonstrate | Explain | Infer | Observe | Set Standards | Tutor |

TECHNICAL

| | | | | | | |
|-----------|-------------|-----------|-----------|-------------|--------------|--------------|
| Activate | Compute | Create | Display | Integrate | Rehabilitate | Service |
| Adapt | Configure | Define | Engineer | Maintain | Remodel | Solve |
| Apply | Conserve | Deliver | Exhibit | Navigate | Repair | Streamline |
| Appraise | Consolidate | Design | Fabricate | Operate | Rectify | Supply |
| Assemble | Construct | Detect | Formulate | Overhaul | Regulate | Survey |
| Begin | Contrive | Determine | Fortify | Participate | Resolve | Train |
| Build | Convert | Develop | Implement | Program | Retrieve | Troubleshoot |
| Calculate | Coordinate | Device | Install | Reconfigure | Screen | Upgrade |