

# Action Verb List

## COMMUNICATION/PEOPLE SKILLS

ADDRESSED	DEBATED	INTERVIEWED	PUBLICIZED
ADVERTISED	DEFINED	INVOLVED	RECONCILED
ARBITRATED	DEVELOPED	JOINED	RECRUITED
ARRANGED	DIRECTED	JUDGED	REFERRED
ARTICULATED	DISCUSSED	LECTURED	REINFORCED
AUTHORED	DRAFTED	LISTENED	REPORTED
CLARIFIED	EDITED	MARKETED	RESOLVED
COLLABORATED	ELICITED	MEDIATED	RESPONDED
COMMUNICATED	ENLISTED	MODERATED	SOLICITED
COMPOSED	EXPLAINED	NEGOTIATED	SPECIFIED
CONDENSED	EXPRESSED	OBSERVED	SPOKE
CONFERRED	FORMULATED	OUTLINED	SUGGESTED
CONSULTED	FURNISHED	PARTICIPATED	SUMMARIZED
CONTACTED	INCORPORATED	PERSUADED	SYNTHESIZED
CONVEYED	INFLUENCED	PRESENTED	TRANSLATED
CONVINCED	INTERACTED	PROMOTED	
CORRESPONDED	INTERPRETED	PROPOSED	

## CREATIVE SKILLS

ACTED	DESIGNED	FOUNDED	ORIGINATED
ADAPTED	DEVELOPED	ILLUSTRATED	PERFORMED
BEGAN	DIRECTED	INITIATED	PHOTOGRAPHED
COMBINED	DISPLAYED	INSTITUTED	PLANNED
COMPOSED	DREW	INTEGRATED	REVISED
CONCEPTUALIZED	ENTERTAINED	INTRODUCED	REVITALIZED
CONDENSED	ESTABLISHED	INVENTED	SHAPED
CREATED	FASHIONED	MODELED	SOLVED
CUSTOMIZED	FORMULATED	MODIFIED	

## DATA/FINANCIAL SKILLS

ADMINISTERED	BUDGETED	FORECASTED	PROJECTED
ADJUSTED	CALCULATED	MANAGED	QUALIFIED
ALLOCATED	COMPUTED	MARKETED	RECONCILED
ANALYZED	CONSERVED	MEASURED	REDUCED
APPRAISED	CORRECTED	NETTED	RESEARCHED
ASSESSED	DETERMINED	PLANNED	RETRIEVED
AUDITED	DEVELOPED	PREPARED	
BALANCED	ESTIMATED	PROGRAMMED	

## HELPING SKILLS

ADAPTED	COLLABORATED	EXPEDITED	PROVIDED
ADVOCATED	CONTRIBUTED	FACILITATED	REFERRED
AIDED	COOPERATED	FURTHERED	REHABILITATED
ANSWERED	COUNSELED	GUIDED	REPRESENTED
ARRANGED	DEMONSTRATED	HELPED	RESOLVED
ASSESSED	DIAGNOSED	INSURED	SIMPLIFIED
ASSISTED	EDUCATED	INTERVENED	SUPPLIED
CLARIFIED	ENCOURAGED	MOTIVATED	SUPPORTED
COACHED	ENSURED	PREVENTED	VOLUNTEERED

## **MANAGEMENT/LEADERSHIP SKILLS**

ADMINISTERED	DELEGATED	INCORPORATED	PRIORITIZED
ANALYZED	DEVELOPED	INCREASED	PRODUCED
APPOINTED	DIRECTED	INITIATED	STREAMLINED
APPROVED	ELIMINATED	INSPECTED	STRENGTHENED
ASSIGNED	EMPHASIZED	INSTITUTED	SUPERVISED
ATTAINED	ENFORCED	LED	TERMINATED
AUTHORIZED	ENHANCED	MANAGED	RECOMMENDED
CHAired	ESTABLISHED	MERGED	REORGANIZED
CONSIDERED	EXECUTED	MOTIVATED	REPLACED
CONSOLIDATED	GENERATED	NAVIGATED	RESTORED
CONTRACTED	HANDLED	ORGANIZED	REVIEWED
CONTROLLED	HEADED	OVERHAULED	SCHEDULED
CONVERTED	HIRED	OVERSAW	SECURED
COORDINATED	HOSTED	PLANNED	SELECTED
DECIDED	IMPROVED	PRESIDED	

## **ORGANIZATIONAL SKILLS**

APPROVED	DISTRIBUTED	ORDERED	ROUTED
ARRANGED	EXECUTED	ORGANIZED	SCHEDULED
CATALOGUED	FILED	PREPARED	SCREENED
CATEGORIZED	GENERATED	PROCESSED	SUBMITTED
CHARTED	INCORPORATED	PROVIDED	SUPPLIED
CLASSIFIED	INSPECTED	PURCHASED	STANDARDIZED
CODED	LOGGED	RECORDED	SYSTEMATIZED
COLLECTED	MAINTAINED	REGISTERED	UPDATED
COMPILED	MONITORED	RESERVED	VALIDATED
CORRECTED	OBTAINED	RESPONDED	VERIFIED
CORRESPONDED	OPERATED	REVIEWED	

## **RESEARCH SKILLS**

ANALYZED	DIAGNOSED	INSPECTED	REVIEWED
CLARIFIED	EVALUATED	INTERVIEWED	SEARCHED
COLLECTED	EXAMINED	INVENTED	SOLVED
COMPARED	EXPERIMENTED	INVESTIGATED	SUMMARIZED
CONDUCTED	EXPLORED	LOCATED	SURVEYED
CRITIQUED	EXTRACTED	MEASURED	SYSTEMATIZED
DETECTED	FORMULATED	ORGANIZED	TESTED
DETERMINED	GATHERED	RESEARCHED	

## **TEACHING SKILLS**

ADAPTED	DEVELOPED	INDIVIDUALIZED	TAUGHT
ADVISED	ENABLED	INFORMED	TESTED
CLARIFIED	ENCOURAGED	INSTILLED	TRAINED
COACHED	EVALUATED	INSTRUCTED	TRANSMITTED
COMMUNICATED	EXPLAINED	MOTIVATED	TUTORED
CONDUCTED	FACILITATED	PERSUADED	
COORDINATED	FOCUSED	SIMULATED	
CRITIQUED	GUIDED	STIMULATED	

## **TECHNICAL SKILLS**

ADAPTED	ENGINEERED	REPLACED
APPLIED	FABRICATED	RESTORED
ASSEMBLED	FORTIFIED	SECURED
BUILT	MAINTAINED	SELECTED
CALCULATED	OPERATED	SOLVED
COMPUTED	OVERHAULED	SPECIALIZED
CONSERVED	PRINTED	STANDARDIZED
CONSTRUCTED	PROGRAMMED	STUDIED
CONVERTED	RECTIFIED	UPGRADED
DEBUGGED	REGULATED	UTILIZED
DESIGNED	REMODELED	
DETERMINED	REPAIRED	

