

Action Words

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| Accepts | to receive as true; to regard as proper, normal, and inevitable. |
| Accounts | to give a report on; to furnish a justifying analysis or explanation. |
| Accumulates | to collect; to gather. |
| Achieves | to bring to a successful conclusion. |
| Acknowledges | to report the receipt of. |
| Acquires | to come in possession of. |
| Activates | to mobilize; to set into motion. |
| Acts | to perform a specified function. |
| Adapts | to suit or fit by modification. |
| Adjusts | to bring to a more satisfactory state; to bring the parts of something to a true or more effective position. |
| Administers | to manage or direct the execution of affairs. |
| Adopts | to take up and practice as one's own. |
| Advises | to recommend a course of action; to offer an informed opinion based on specialized knowledge. |
| Advocates | to recommend or speak in favor of. |
| Affirms | to assert positively; to confirm. |
| Aligns | to arrange in a line; to array. |
| Allots | to assign as a share. |
| Alters | to make different without changing into something else. |
| Amends | to change or modify for the better. |
| Analyzes | to separate into elements and critically examine. |
| Answers | to speak or write in reply. |
| Anticipates | to foresee and deal with in advance. |
| Applies | to put to use for a purpose; to employ diligently or with close attention. |
| Appoints | to name officially. |
| Appraises | to give an expert judgment of worth or merit. |
| Approves | to accept as satisfactory; to exercise final authority with regard to commitment of resources. |
| Arranges | to prepare for an event; to put in proper order. |
| Ascertains | to find out or discover through examination; to find out or learn for a certainty. |
| Assembles | to collect or gather together in a predetermined order from various sources. |
| Assesses | to determine value of; to evaluate. |
| Assigns | to specify or designate tasks or duties to be performed by others. |

Action Words

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| Assists | to help or aid others in the performance of work. |
| Assumes | to undertake; to take for granted. |
| Assures | to give confidence; to make certain of. |
| Attaches | to connect; to bind or affix to. |
| Attains | to come into possession of; to arrive at. |
| Attends | to be present. |
| Audits | to examine officially with intent to verify. |
| Awards | to confer or bestow. |
| Balances | to compute the difference between the debits and credits of an account; to reconcile accounts. |
| Batches | to assemble into a group for one operation. |
| Budgets | to plan expenditures. |
| Builds | to construct. |
| Calculates | to make a mathematical computation. |
| Calls | to communicate with by telephone; to summon; to announce. |
| Cancels | to mark out; to invalidate. (printing – to delete). |
| Certifies | to confirm as accurate or true. |
| Charts | to draw or plot data (as on a graph); to make a detailed plan. |
| Checks | to verify; to compare with a source. |
| Circulates | to pass from person to person or place to place. |
| Clarifies | to make easier to understand; to explain. |
| Classifies | to arrange or organize according to systematic groups, classes or categories. |
| Clears | to gain approval of others; to free from obstruction; to authorize; to get rid of. |
| Closes | to bring to a conclusion; to bar passage; to shut; to suspend or to stop operations. |
| Codes | to use symbols (letters or numbers) to represent words. |
| Collaborates | to work jointly with; to cooperate with others. |
| Collates | to organize or assemble in a predetermined sequence. |
| Collects | to gather. |
| Communicates | to impart a verbal or written message; to transmit information. |
| Compares | to examine for the purpose of discovering resemblances or differences. |
| Compiles | to put together information; to collect from other documents. |
| Completes | to finish; to carry out fully. |
| Complies | to act in accordance with rules, requests. |

Action Words

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| Composes | to make by putting parts together; to create; to write (an original letter, report, instructions). |
| Computers | to determine or calculate mathematically. |
| Concurs | to agree with a position, statement, action or opinion. |
| Condenses | to make more compact. |
| Conducts | to carry on; to direct the execution of. |
| Confers | to compare views; to consult. |
| Confirms | to give approval to; to assure the validity of. |
| Consolidates | to bring together. |
| Constructs | to make or form by combining parts; to draw with suitable instruments and under specified conditions. |
| Consults | to seek advice of others; to give professional advice or services. |
| Contacts | to communicate with. |
| Contributes | to supply or give something; to submit for publication. |
| Controls | to measure, interpret and evaluate actions for conformance with plans or desired results. |
| Converts | to alter the physical or chemical nature of something; to alter for more effective utilization. |
| Conveys | to move from one place to another; to transport; to communicate. |
| Convinces | to persuade; to cause others to believe something, using evidence and/or argument. |
| Coordinates | to regulate, adjust or combine the actions of others to attain harmony. |
| Copies | to duplicate an original. |
| Corrects | to make or set right; to alter or adjust to conform to a standard. |
| Correlates | to establish or demonstrate a casual, complimentary, parallel or reciprocal relation. |
| Corresponds | to communicate with. |
| Counsels | to advise; to consult with. |
| Creates | to bring into existence; to produce through imaginative skill. |
| Debugs | to detect, locate and remove mistakes from a routine of malfunctions from a computer. |
| Decides | to arrive at a solution; bring to a definitive end. |
| Delegates | to commission another to perform tasks or duties which may carry specific degree of accountability and authority. |
| Deletes | to strike out or remove. |
| Delivers | to set free; to convey; to send to an intended destination. |
| Demonstrates | to illustrate and explain, especially with examples. |

Action Words

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| Describes | to represent by a figure, model or picture; to trace the outline of; to give an account of in words. |
| Designs | to conceive, create and execute according to plan. |
| Determines | to resolve; to fix conclusively or authoritatively. |
| Develops | to disclose, discover, perfect or unfold a plan or idea. |
| Devises | to form in the mind by new combinations or applications of ideas or principles; to invent. |
| Dictates | to read or speak information to be recorded or written by another. |
| Directs | to guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards. |
| Disciplines | to penalize individuals or groups whose behavior is contrary to established rules/regulations. |
| Discusses | to exchange views for the purpose of arriving at a conclusion. |
| Dispatches | to send off, or forward, to known destination or on specific business. |
| Displays | to show; to spread before the view. |
| Disposes | to sell or get rid of. |
| Disseminates | to spread or disperse information or ideas. |
| Distributes | to deliver to proper destination. |
| Diverts | to turn from one course or to use another. |
| Drafts | to prepare papers or documents in preliminary form. |
| Draws | to compose or write up, following a set procedure or form (as in a contract); to pull or move something. |
| Edits | to revise and prepare material (written, film, tape, sound track) for publication or display. |
| Elaborates | to work out in detail; to give details. |
| Elects | to choose or select carefully. |
| Eliminates | to get rid of; to set aside as unimportant. |
| Employs | to make use of; to use or engage the services of; to provide with a job that pays a wage or salary. |
| Encourages | to inspire with spirit, hope; to give help or patronage to. |
| Endorses | to support or recommend. |
| Engages | to interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of. |
| Enlists | to engage for duty; to secure the support and aid of. |
| Ensures | to make sure, certain or safe; to guarantee. |
| Establishes | to bring into existence. |
| Estimates | to forecast future requirements. |

Action Words

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| Evaluates | to determine or fix the value of. |
| Examines | to inspect closely. |
| Exchanges | to give or take one thing in return for another. |
| Excludes | to shut out; to bar from participation, consideration or inclusion. |
| Executes | to put into effect; to carry out. |
| Exercises | to exert influence; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop. |
| Expedites | to accelerate the process of progress of. |
| Extends | to total columns. (Bookkeeping term) |
| Extracts | to draw forth; to withdraw; to separate; to determine by calculation. |
| Facilitates | to make easier. |
| Feeds | to move into a machine or opening in order to be used or processed; to furnish with something essential for growth, sustenance, maintenance or operation. |
| Files | to arrange in a methodical manner; to rub smooth or cut away with a tool. |
| Finalizes | to put in finished form. |
| Finds | to encounter; to come upon by searching or effort. |
| Follows up | to pursue closely in order to check progress. |
| Forecasts | to predict; to estimate in advance. |
| Formulates | to develop or devise. |
| Fosters | to promote the growth or development of. |
| Functions | to act or operate as; to serve. |
| Furnishes | to provide what is needed; to supply |
| Gathers | to collect; to harvest; to accumulate and place in order. |
| Generates | to bring into existence; to originate by a vital or chemical process. |
| Governs | to exercise continuous sovereign authority over; to control and direct the making and administration of authority over; to hold in check; to have decisive influence. |
| Guarantees | to secure; to answer for the debt, default or miscarriage of. |
| Guides | to show or lead the way to; to manage the affairs of; to influence the conduct or opinions of. |
| Helps | to be of use to; to relieve; to remedy; to serve. |
| Hires | to engage the service of for a set sum. |
| Identifies | to establish the identity of; to associate with some interest. |
| Implements | to carry out; to execute a plan or program. |
| Imports | to bring from a foreign or external source. |

Action Words

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| Improves | to make something better. |
| Indicates | to show, demonstrate with precision. |
| Informs | to communicate information to. |
| Initiates | to start; to introduce; to originate. |
| Innovates | to exercise creativity in introducing something new or in making changes. |
| Inserts | to put (something) into, between or among other materials. |
| Inspects | to examine or determine; to critically analyze for suitability. |
| Installs | to place in office; to establish in an indicated place, condition or status; to set up for use in office. |
| Institutes | to establish in a position or office; to originate. |
| Instructs | to teach; to coach; to communicate knowledge; to direct or order. |
| Integrates | to unify; to make whole by putting all parts or elements together. |
| Interprets | to give the meaning of; to explain to others. |
| Interviews | to obtain facts or opinions through inquiry or examination or various sources. |
| Inventories | to catalog or to count and list. |
| Invents | to think up or imagine; to create. |
| Investigates | to observe or study by close examination and systematic inquiry. |
| Invests | to spend or use time, money or effort to achieve a future benefit. |
| Issues | to put forth or to distribute officially. |
| Itemizes | to list; to write down in detail. |
| Joins | to put or bring together. |
| Justifies | to prove or show to be right or reasonable; to align words such that both left and right-hand margins are in line (typing term). |
| Keeps | to hold or retain; to maintain. |
| Leads | to guide or direct on a course or in the direction of; to channel; to direct the operations of. |
| Lends | to give for temporary use on condition that the same or its equivalent be returned. |
| Lets | to allow; to rent or lease; to assign, especially after bids. |
| Lists | to enumerate; to enter into a catalog with a selling price. |
| Loads | to place in or on a means of conveyance; to increase the weight of by adding something heavy. |
| Locates | to find, determine or specify by means of searching, examining or experimenting; to seek and find. |
| Looks up | to search for and find. |
| Maintains | to continue; to carry on; to keep in an existing state. |

Action Words

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| Makes | to cause to happen to; to cause to exist, occur or appear; to create; to bring into being by forming, shaping or altering material. |
| Manages | to handle, control; to alter by manipulation; to succeed in accomplishing. |
| Maps | to make a survey of for the purpose of representing; to plan in detail. |
| Markets | to expose for sale; to sell. |
| Matches | to set in competition with; to provide with a worthy competitor; to cause to correspond. |
| Mediates | to interpose with parties to reconcile them; to reconcile differences. |
| Merges | to combine items from two or more similarly ordered sets into one set that is arranged in the same order. |
| Models | to teach by personal example; to instruct by demonstration. |
| Modifies | to make less extreme; to limit or restrict the meaning of; to make minor change in. |
| Monitors | to watch, observe; to check for a specific purpose. |
| Motivates | to arouse or stimulate to action. |
| Moves | to go from one point to another; to begin operating or functioning, or working in a usual way. |
| Names | to nominate; to speak about. |
| Negates | to deny the existence or truth of; to cause to be ineffective or invalid. |
| Negotiates | to confer with others with a view to reaching agreement. |
| Neutralizes | to destroy the effectiveness of; to nullify. |
| Notifies | to make known. |
| Nullifies | to make of no value or consequence; to cancel out. |
| Observes | to see, notice or watch something or someone. |
| Obtains | to acquire; to gain possession of. |
| Occupies | to take possession of; to fill. |
| Omits | to leave out; to disregard. |
| Opens | to make available for entry or passage; to make accessible; to expose to view; to disclose. |
| Operates | to perform an activity or series of activities. |
| Opposes | to resist; to withstand; to place opposite or against. |
| Organizes | to arrange; to systematize or methodize. |
| Orients | to cause to become aware of; familiar with, or adjusted to facts, principles, procedure or situations. |
| Originates | to create; to invent. |

Action Words

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| Oversees | to watch; to superintend, supervise. |
| Participates | to take part in. |
| Performs | to fulfill or carry out some action. |
| Permits | to consent to; to authorize; to make possible. |
| Persuades | to move by argument or entreaty to a belief, position or course of action. |
| Pinpoints | to locate or aim with great precision or accuracy; to cause to stand out conspicuously. |
| Places | to locate and choose positions for. |
| Plans | to devise or project the realization or achievement of a course of action. |
| Posts | to record information in ledgers or other forms from another source. |
| Practices | to perform or work at repeatedly in order to proficiency. |
| Predicts | to declare in advance; to foretell on the basis of observation, experience or scientific reason. |
| Prepares | to make ready for a particular purpose. |
| Prescribes | to establish as a rule or guide. |
| Presents | to introduce; to bestow; to lay as a charge before the court; to offer to view. |
| Preserves | to keep, guard, observe; to keep safe, protect; to keep free from decay; to maintain. |
| Prevents | to stop something from occurring; to take advance measures against. |
| Prices | to fix, establish or find out the value of. |
| Proceeds | to begin to carry out an action. |
| Processes | to subject to some special treatment; to handle in accordance with a prescribed procedure. |
| Procures | to obtain possession of; to bring about. |
| Produces | to grow; to make, bear or yield something; to offer to view or notice; to exhibit. |
| Programs | to arrange or work out a sequence of operations to be performed. |
| Projects | to throw forward; to present for consideration; to communicate vividly, especially to an audience. |
| Promotes | to advance to a higher level or position. |
| Proposes | to form or declare a plan or intention. |
| Provides | to supply what is needed. |
| Pulls | to haul, tow; to remove, as in filing. |

Action Words

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| Purchases | to buy or procure by committing organizational funds. |
| Qualifies | to moderate; to alter the strength or flavor of; to limit or modify the meaning of. |
| Quantifies | to make explicit the logical amount of; to determine or express the amount of. |
| Questions | to interrogate; to doubt; to dispute; to inquire. |
| Rates | to assess the value of; to appraise; to arrange in sequence of rank. |
| Reads | to interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of. |
| Receives | to acquire, come into possession of. |
| Recommends | to advise or counsel a course of action; to offer or suggest for adoption. |
| Reconciles | to adjust; to restore to harmony; to make congruous. |
| Reconstructs | to rebuild; to reorganize or reestablish. |
| Records | to register; to set down in writing. |
| Recruits | to seek out others to become new members or personnel. |
| Rectifies | to correct by calculation or adjustment; to remedy; to set right. |
| Reduces | to narrow down; to diminish in size or amount; to abridge; to lower in grade or rank. |
| Refers | to send or direct for aid, treatment, information or decision; to direct attention; to make reference to. |
| Refines | to improve or perfect; to free from impurities. |
| Registers | to enter in a record. |
| Reinforces | to strengthen with additional forces or additions. |
| Rejects | to refuse to have, use or take for some purpose; to refuse to hear, receive or admit. |
| Releases | to set free as in releasing information; to permit the publication or dissemination of. |
| Remits | to send money in payment of; to submit or refer for consideration, judgment, decision or action. |
| Removes | to change the location, station or residence of; to dismiss from office. |
| Renders | to furnish an opinion; to answer. |
| Represents | to act in the place of or for. |
| Reports | to give an account of; to furnish information or data. |
| Requisitions | to ask in writing for something that is needed. |
| Rescinds | to make void; to repeal; to abrogate a contract by restoring pre-existing conditions. |

Action Words

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| Researches | to inquire specifically, using involved and critical investigations. |
| Responds | to make an answer; to show favorable reaction. |
| Restricts | to confine within bounds; to restrain. |
| Retrieves | to regain; to rescue. |
| Reviews | to consider; to re-examine. |
| Revises | to rework in order to correct or improve; to make a new, improved or up-to-date version. |
| Routes | to forward; to schedule or dispatch. |
| Salvages | to rescue or save (as from wreckage or ruin). |
| Satisfies | to carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please. |
| Scans | to examine; to search a series of punched cards, tapes or a memory bank to locate specific data (computer usage). |
| Schedules | to plan a timetable; to fix time. |
| Screens | to examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to cull. |
| Searches | to examine; to probe; to make a thorough examination or investigation of. |
| Secures | to gain possession of; to guarantee; to make safe. |
| Selects | to choose the best suited. |
| Sells | to give up property to another for money or other valuable consideration. |
| Sends | to dispatch by a means of communication; to convey. |
| Serves | to assist; to be of use; to hold office. |
| Services | to adjust; to repair or maintain. |
| Signs | to formally approve a document by affixing a signature. |
| Simplifies | to clarify; to reduce to basic essentials |
| Solicits | to approach with a request or plea; to strongly urge. |
| Solves | to find a solution for. |
| Sorts | to separate or arrange according to a scheme; to rank by kind, class, division, etc. |
| Specifies | to state precisely in detail or to name explicitly. |
| Spends | to use up or pay out. |
| Standardizes | to bring into conformity to something established by authority, custom or general consent as a model or criterion. |
| Stimulates | to excite to activity; to urge. |
| Structures | to give arrangement or form to; to arrange or organize. |
| Studies | to contemplate; to carefully examine or investigate; to deliberate. |

Action Words

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| Submits | to present data for the discretion or judgment of others. |
| Summarizes | to restate material (facts, figures, etc.) briefly. |
| Supervises | to personally oversee, direct, inspect or guide the work of others with responsibility for meeting with certain standards of performance. |
| Supplements | to add to. |
| Supplies | to furnish something that is needed; to provide; to equip. |
| Surveys | to examine as to condition, situation or value. |
| Synthesizes | to form new product by combining different elements. |
| Systematizes | to arrange methodically. |
| Tabulates | to put in table form; to set up in columns, rows. |
| Takes | to assume possession of; to grasp; to gain approval of; to undertake or perform. |
| Tenders | to present for acceptance. |
| Tends | to act as an attendant. |
| Tests | to put to proof; to examine, observe or evaluate critically. |
| Totals | to add; to compute. |
| Traces | to locate something by searching or researching evidence. |
| Trades | to give in exchange for another commodity; to make a purchase. |
| Trains | to teach, demonstrate or guide others in order to bring up to a predetermined standard. |
| Transacts | to carry on business; to negotiate. |
| Transcribes | to transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data. |
| Translates | to turn into one's own or another language. |
| Transmits | to transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire. |
| Turns | to make, rotate, or revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting); to reverse the sides or surfaces of. |
| Types | to write using a typewriter; to arrange by categories. |
| Uncovers | to expose to view by removing a covering; to reveal. |
| Understands | to grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of. |
| Updates | to bring current. |
| Utilizes | to make use of. |
| Verifies | to confirm or establish authenticity; to substantiate. |

Action Words

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| Weighs | to ascertain the heaviness of; to consider carefully. |
| Withholds | to hold back; to refrain from granting, giving or allowing. |
| Withstands | to stand up against; to resist successfully. |
| Writes | to set down letters, words, sentences or figures on paper or other suitable material; to author; to draft. |