<table>
<thead>
<tr>
<th>ACTION VERBS</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepts</td>
<td>To receive as true; to regard as proper, normal, inevitable</td>
</tr>
<tr>
<td>Accounts</td>
<td>To give a report on; to furnish a justifying analysis or explanation</td>
</tr>
<tr>
<td>Accumulates</td>
<td>To collect; to gather</td>
</tr>
<tr>
<td>Achieves</td>
<td>To bring to a successful conclusion</td>
</tr>
<tr>
<td>Acknowledges</td>
<td>To report the receipt of</td>
</tr>
<tr>
<td>Acquires</td>
<td>To come into possession of</td>
</tr>
<tr>
<td>Activates</td>
<td>To mobilize; to set into motion</td>
</tr>
<tr>
<td>Acts</td>
<td>To perform a specified function</td>
</tr>
<tr>
<td>Adapts</td>
<td>To suit or fit by modification</td>
</tr>
<tr>
<td>Adjusts</td>
<td>To bring to a more satisfactory state; to bring the parts of something to a true or more effective position</td>
</tr>
<tr>
<td>Administers</td>
<td>To manage or direct the execution of affairs</td>
</tr>
<tr>
<td>Adopts</td>
<td>To take up and practice as one's own</td>
</tr>
<tr>
<td>Advises</td>
<td>To recommend a course of action; to offer an informed opinion based on specialized knowledge</td>
</tr>
<tr>
<td>Advocates</td>
<td>To recommend or speak in favor of</td>
</tr>
<tr>
<td>Affirms</td>
<td>To assert positively; to confirm</td>
</tr>
<tr>
<td>Aligns</td>
<td>To arrange in a line; to array</td>
</tr>
<tr>
<td>Allots</td>
<td>To assign as a share</td>
</tr>
<tr>
<td>Alters</td>
<td>To make different without changing into something else</td>
</tr>
<tr>
<td>Amends</td>
<td>To change or modify for the better</td>
</tr>
<tr>
<td>Analyzes</td>
<td>To separate into elements and critically examine</td>
</tr>
<tr>
<td>Answers</td>
<td>To speak or write in reply</td>
</tr>
<tr>
<td>Anticipates</td>
<td>To foresee and deal with in advance</td>
</tr>
<tr>
<td>Applies</td>
<td>To put to use for a purpose; to employ diligently or with close attention</td>
</tr>
<tr>
<td>Appoints</td>
<td>To name officially</td>
</tr>
<tr>
<td>Appraises</td>
<td>To give an expert judgment of worth or merit</td>
</tr>
<tr>
<td>Approves</td>
<td>To accept as satisfactory; to exercise final authority with regard to commitment of resources</td>
</tr>
<tr>
<td>Arranges</td>
<td>To prepare for an event; to put in proper order</td>
</tr>
<tr>
<td>Ascertains</td>
<td>To find out or discover through examination; to find out or learn for a certainty</td>
</tr>
<tr>
<td>Assembles</td>
<td>To collect or gather together in a predetermined order from various sources</td>
</tr>
<tr>
<td>Assesses</td>
<td>To determine value of; to evaluate</td>
</tr>
<tr>
<td>Assigns</td>
<td>To specify or designate tasks or duties to be performed by others</td>
</tr>
<tr>
<td>Assists</td>
<td>To help or aid others in the performance of work</td>
</tr>
<tr>
<td>Assumes</td>
<td>To undertake; to take for granted</td>
</tr>
<tr>
<td>Assures</td>
<td>To give confidence; to make certain of</td>
</tr>
<tr>
<td>Attaches</td>
<td>To connect; to bind or affix to</td>
</tr>
<tr>
<td>Attains</td>
<td>To come into possession of; to arrive at</td>
</tr>
<tr>
<td>Attends</td>
<td>To be present</td>
</tr>
<tr>
<td>Audits</td>
<td>To examine officially with intent to verify</td>
</tr>
<tr>
<td>Awards</td>
<td>To confer or bestow</td>
</tr>
<tr>
<td>Balances</td>
<td>To compute the difference between the debits and credits of an account; to</td>
</tr>
</tbody>
</table>
**ACTION VERBS**

- 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
- **Composes** To make by putting parts together; to create; to write (an original letter, report, instructions)
- **Computes** 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
ACTION VERBS

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; to 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
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
### ACTION VERBS

<table>
<thead>
<tr>
<th>Verb</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elects</td>
<td>To choose or select carefully</td>
</tr>
<tr>
<td>Eliminates</td>
<td>To get rid of; to set aside as unimportant</td>
</tr>
<tr>
<td>Employs</td>
<td>To make use of; to use or engage the services of; to provide with a job that pays a wage or salary</td>
</tr>
<tr>
<td>Encourages</td>
<td>To inspire with spirit, hope; to give help or patronage to</td>
</tr>
<tr>
<td>Endorses</td>
<td>To support or recommend</td>
</tr>
<tr>
<td>Engages</td>
<td>To interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of</td>
</tr>
<tr>
<td>Enlists</td>
<td>To engage for duty; to secure the support and aid of</td>
</tr>
<tr>
<td>Ensures</td>
<td>To make sure, certain or safe; to guarantee</td>
</tr>
<tr>
<td>Establishes</td>
<td>To bring into existence</td>
</tr>
<tr>
<td>Estimates</td>
<td>To forecast future requirements</td>
</tr>
<tr>
<td>Evaluates</td>
<td>To determine or fix the value of</td>
</tr>
<tr>
<td>Examines</td>
<td>To inspect closely</td>
</tr>
<tr>
<td>Exchanges</td>
<td>To give or take one thing in return for another</td>
</tr>
<tr>
<td>Excludes</td>
<td>To shut out; to bar from participation, consideration or inclusion</td>
</tr>
<tr>
<td>Executes</td>
<td>To put into effect; to carry out</td>
</tr>
<tr>
<td>Exercises</td>
<td>To exert influence; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop</td>
</tr>
<tr>
<td>Expedites</td>
<td>To accelerate the process or progress of</td>
</tr>
<tr>
<td>Extends</td>
<td>To total columns (Bookkeeping term)</td>
</tr>
<tr>
<td>Extracts</td>
<td>To draw forth; to withdraw; to separate; to determine by calculation</td>
</tr>
<tr>
<td>Facilitates</td>
<td>To make easier</td>
</tr>
<tr>
<td>Feeds</td>
<td>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</td>
</tr>
<tr>
<td>Files</td>
<td>To arrange in a methodical manner; to rub smooth or cut away with a tool</td>
</tr>
<tr>
<td>Finalizes</td>
<td>To put in finished form</td>
</tr>
<tr>
<td>Finds</td>
<td>To encounter; to come upon by searching or effort</td>
</tr>
<tr>
<td>Follows up</td>
<td>To pursue closely in order to check progress</td>
</tr>
<tr>
<td>Forecasts</td>
<td>To predict; to estimate in advance</td>
</tr>
<tr>
<td>Formulates</td>
<td>To develop or devise</td>
</tr>
<tr>
<td>Fosters</td>
<td>To promote the growth or development of</td>
</tr>
<tr>
<td>Functions</td>
<td>To act or operate as; to serve</td>
</tr>
<tr>
<td>Furnishes</td>
<td>To provide what is needed; to supply</td>
</tr>
<tr>
<td>Gathers</td>
<td>To collect; to harvest; to accumulate and place in order</td>
</tr>
<tr>
<td>Generates</td>
<td>To bring into existence; to originate by a vital or chemical process</td>
</tr>
<tr>
<td>Governs</td>
<td>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</td>
</tr>
<tr>
<td>Guarantees</td>
<td>To secure; to answer for the debt, default or miscarriage of</td>
</tr>
<tr>
<td>Guides</td>
<td>To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of</td>
</tr>
<tr>
<td>Helps</td>
<td>To be of use to; to relieve; to remedy; to serve</td>
</tr>
</tbody>
</table>
ACTION VERBS

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
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
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
ACTION VERBS

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
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 0
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 gain proficiency
Predicts  To declare in advance; to foretell on the basis of observation, experience or scientific reason
ACTION VERBS

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
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
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
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
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
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
ACTION VERBS

- **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
- **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 reexamine
- **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 payout
- **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
ACTION VERBS

Structures  To give arrangement or form to; to arrange or organize
Studies    To contemplate; to carefully examine or investigate; to deliberate
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 up; 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
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