



Action Verbs

Accelerated hasten, expedite, anticipate, quicken

Accepted approve, condone, sanction

Accomplished cultivate, master, conclude, complete, finish

Achieved accomplish, attain, reach, fulfill, finish

Administered govern, control, direct, execute, manage

Adopted embrace, employ, use, utilize, approve, confirm, ratify, sanction

Advised counsel, recommend, suggest, appraise, inform

Aided assist, help, facilitate, expedite

Analyzed investigate, study, research, examine, separate

Appraised assess, estimate, gauge, value, evaluate, examine, inspect, judge

Apprised advise, counsel, inform, notify, warn

Approved accept, appreciate, esteem, confirm, ratify, uphold, allow, condone, permit, sanction

Arranged classify, group, order, sort, organize, systemize, orchestrate, schedule, assemble, gather

Assembled congregate, convene, gather, accumulate, collect, compile, build, construct

Assessed appraise, estimate, measure, consider, evaluate, judge, levy

Assumed accept, shoulder, surmise, conjecture

Audit check, examine, inspect, probe, verify

Authorize empower, enable, entitle, allow, consent to, permit, approve, certify, confirm, ratify, sanction

Built construct, fashion, erect, produce

Calculated cipher, computer, determine, estimate, figure, judge, predict

Changed alter, convert, correct, modify, transfigure, transform, transpose, substitute

Checked examine, inspect, investigate, study, validate, verify

Clarified define, explain, simplify, illuminate

Classified arrange, assort, categorize, order, codify, index, evaluate, rank, rate

Committed obligate, pledge, promise, swear, dedicate, devote, assign, confide

Compiled accumulate, amass, assemble, collect, gather, unite

Computed cipher, compute, determine, conjecture, estimate, judge, figure, predict

Conceptualized consider, contemplate, meditate, ponder, reflect, recall, recollect, conclude, reason, suppose

Confirmed establish, strengthen, ratify, sanction, endorse, prove, uphold, substantiate

Consolidated join, combine, affiliate, syndicate, merge, pool, fuse, incorporate, unite

Contacted communicate, notify, reach, inform

Contracted agreement, arrangement, bargain, covenant

Contributed donate, endow, augment, bestow, furnish, provide

Controlled command, govern, regulate, direct, master

Converted change, adapt, reorganize, remodel, regenerate, transform, render, apply

Cooperated collaborate, participate, conspire, scheme

Coordinated arrange, correlate, match, order, organize, systematize, classify

Correlated compare, combine, correspond, differentiate

Counseled advise, exhort, instruct, admonish, caution, warn, consult, advocate

Created fashion, organize, constitute, produce, propagate, devise, design, conceive, invent, envision

Cut diminish, reduce, curtail, shorten

Delegated entrust, appoint, designate, name, assign, authorize, nominate, select

Delivered furnish, provide, supply, grant, pronounce

Demonstrated substantiate, prove, exhibit, display, illustrate, exemplify

Described depict, portray, narrate, recount, relate, report



Designed *plan, project, diagram, pattern, construct, create*

Determined *conclude, decide, resolve, agree upon, define*

Developed *generate, produce, cultivate, compose, create, formulate, construct*

Devised *conceive, design, invent, plan*

Directed *guide, lead, regulate, govern, conduct, head, manage, advise, consult*

Discovered *uncover, ascertain, detect, determine, realize*

Drafted *conscript, select, formulate, outline, plan, sketch*

Earned *deserve, merit, warrant, win, acquire, obtain, collect, draw, net, reap*

Employed *apply, implement, utilize, operate, use commission, contract, hire, place, engage*

Engineered *arrange, direct, manage, mastermind, negotiate, plan*

Estimated *appraise, assess, calculate, evaluate, gauge, approximate, figure, guess, judge, reckon*

Evaluated *classify, estimate, measure, rank, rate, survey, weigh*

Exchanged *reciprocate, substitute, swap, transact*

Expedited *accelerate, hasten, hurry, quicken, advance, facilitate, further, promote*

Experienced *accomplished, capable, practiced, skilled, trained, versed, mature, seasoned, veteran*

Experimented *explore, investigate, probe, sample, search, test*

Explained *define, demonstrate, illustrate, interpret, resolve, decipher, illuminate, reveal, justify, rationalized*

Facilitated *aid, assist, expedite, ease, simplify, advance, encourage, promote*

Familiarized *accustom, acquaint, habituate, educate, instruct, school, teach*

Focused *adjust, center, converge, concentrate, direct, fix*

Forecast *anticipate, expect, predict, project, foresee, prophesy, calculate, determine, gauge*

Formed *construct, fashion, model, mold, pattern, constitute, make, acquire, contract, develop*

Formulated *conceive, contrive, devise, invent, draft, frame, plan, prepare, express, state, word*

Furnished *equip, gear, outfit, provide, rig, stock, supply*

Gathered *fold, pleat, pucker, ruffle, meet, unite, accumulate, assemble, collect, harvest*

Guided *advise, counsel, direct, conduct, escort, lead, show, maneuver, navigate, pilot, route, steer*

Halted *end, stop, terminate, curtail, discontinue, suspend, arrest, check, interrupt, hesitate, pause*

Helped *aid, assist, serve, extricate, rescue, save, ease, expedite, facilitate, ameliorate, better, improve*

Informed *advise, appraise, familiarize, notify, instruct, teach, tell, denounce, snitch, squeal*

Initiated *begin, inaugurate, introduce, launch, open, start, admit, enlist, induct, install, instate*

Innovated *change, invent, modernize, revolutionize, transform*

Inspected *examine, investigate, peruse, probe, scrutinize*

Inspired *animate, encourage, enliven, hearten, motivate, arouse, fire, induce, rouse, stimulate*

Instituted *begin, enact, establish, found, inaugurate, initiate*

Instructed *educate, school, teach, train, tutor, advise, enlighten, inform, notify, bid, command, order*

Integrated *desegregate, blind, combine, consolidate, mix, unite*

Interfaced *connection, intersection, link, bridge, synapse*

Interpreted *decipher, decode, translate, clarify, explain, explicate, expound, comprehend, understand*

Interviewed *examine, interrogate, question*

Introduced *acquaint, familiarize, present, offer, propose, submit, suggest, inaugurate, initiate, interject*

Invested *finance, fund, contribute, donate, spend, allot, devote, give, entrust, grant*

Investigated *analyze, examine, explore, inquire into, research, study, test*

Issued *discharge, emanate, emerge, circulate, dispense, distribute*

Justified *absolve, acquit, clear, exculpate, vindicate, prove, excuse, explain, rationalize, defend, support*

Made *build, create, fabricate, manufacture, fashion, compel, constrain, devise, generate*

Mediated *arbitrate, moderate, negotiate, intercede, intervene, compromise, reconcile, settle*



Modified *adjust, alter, change, revise, vary, control*

Monitored *observe, oversee, regulate, supervise, watch*

Observed *comply with, conform to, notice, regard, watch, examine, inspect, scrutinize*

Optimized *maximize, amplify, augment, expand, increase, magnify*

Ordered *bid, charge, command, direct, enjoin, purchase, requisition, send for, arrange, systematize*

Overcame *conquer, master, surmount, defeat, overthrow, overwhelm, drained*

Participated *enter, join, take part*

Persuaded *affect, induce, influence, sway, allure, coax, entice, tempt, convince, sell, win*

Prescribed *decree, dictate, impose, ordain, assign, define, determine, establish*

Procured *acquire, obtain, gain, purchase, secure, capture, grasp, seize*

Projected *design, devise, propose, extend, overlap, protrude, calculate, launch, propel*

Proved *ascertain, determine, establish, certify, confirm, demonstrate, document, evidence, examine, verify*

Published *advertise, announce, proclaim, promulgate, distribute, issue, market, print, produce*

Received *acquire, collect, obtain, secure, accept, accommodate, admit, welcome*

Regulated *adjust, direct, govern, manage, monitor, confine, control, limit, restrict*

Replaced *displace, succeed, supplant, reinstate, restore, return*

Represented *depict, enact, illustrate, picture, portray, stage, epitomize, exemplify, symbolize*

Resolved *conclude, decide, determine, settle*

Reviewed *criticize, critique, evaluate, reassess, reevaluate, reexamine*

Revised *amend, change, correct, edit, redo, review*

Saved *deliver, free, rescue, preserve, protect, safeguard, recover, redeem, salvage, economize*

Scheduled *arrange, book, plan, set*

Searched *examine, explore, inspect, investigate, scrutinized, inquiry, inspection, probe*

Selected *choose, designate, pick, prefer, choice, elect, elite, prime, superior*

Simplified *clarify, paraphrase, streamline, aid, ease, facilitate*

Specified *designate, indicate, stipulate, define, delineate, detail, differentiate, enumerate*

Studied *contemplation, deliberation, meditation, education, instruction, analysis, inquiry*

Submitted *acquiesce, obey, surrender, succumb, yield, introduce, present, propose, suggest*

Suggested *hint, imply, insinuate, intimate, advise, counsel, exhort, propose, recommend, submit*

Surveyed *overlook, oversee, scan, examine, inspect, observe, chart, graph, map, measure*

Tested *check, prove, try, verify, analyze, inspect, investigate, probe, examine, question*

Trained *discipline, instruct, teach, exercise, practice, prepare, rehearse*

Transmitted *communicate, convey, deliver, dispatch, issue, broadcast, carry, relay, televise*

Unified *ally, combine, consolidate, incorporate, join, unite*

Used/Utilized *employ, utilize, exercise, manipulate, operate, wield, deplete, drain, exhaust*

Wrote/Write *author, compose, draft, pen, copy, record, transcribe*