

Action Verbs:

Communication

Address	Confront	Document	Incorporate	Meet	Promote	Respond
Advertise	Consult	Draft	Influence	Moderate	Publicize	Solicit
Arbitrage	Contact	Edit	Inform	Motivate	Publish	Specify
Arrange	Convey	Educate	Interact	Negotiate	Question	Speak
Ascertain	Convince	Elicit	Interpret	Network	Reconcile	Stipulate
Author	Correspond	Enlist	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 for	Appraise	Compute	Develop	Market	Prepare	Reconcile
Adjust	Audit	Conserve	Estimate	Measure	Procure	Reduce
Administer	Balance	Control	Finance	Monitor	Project	Research
Allocate	Budge	Correct	Forecast	Net	Purchase	Retrieve
Analyze	Calculate	Determine	Manage	Plan	Qualify	Transfer

Helping

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

Leadership/Management

Accomplish	Conceptualize	Develop	Execute	Lead	Perfect	Replace
Administer	Conduct	Devote	Formulate	Leverage	Preserve	Review
Account for	Contract	Direct	Generate	Manage	Preside	Revitalize
Adjust	Consolidate	Dispatch	Handle	Maintain	Prioritize	Reward
Analyze	Consult	Dispense	Head	Merge	Produce	Save
Appoint	Contract	Eliminate	Hire	Motivate	Propose	Set goals
Approve	Coordinate	Employ	Implement	Orchestrate	Protect	Schedule
Assign	Decide	Emphasize	Improve	Order	Realize	Streamline
Assume	Decrease	Enforce	Incorporate	Organize	Recommend	Strengthen
Attain	Delegate	Enhance	Increase	Overhaul	Recruit	Supervise
Chair	Design	Establish	Initiate	Oversee	Regulate	Terminate
Choose	Determine	Evaluate	Institute	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	Systemize
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 costs	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	Instill	Postulate	State
Apply	Compliment	Educate	Guide	Instruct	Praise	Stimulate
Appraise	Conduct	Elaborate	Head	Interact	Provoke	Structure
Appreciate	Consider	Elicit	Hypothesize	Integrate	Question	Synthesize
Assess	Cooperate	Emphasize	Identify	Investigate	Reinforce	Systematize
Assign	Coordinate	Enable	Implement	Listen	Rephrase	Teach
Attend	Correct	Encourage	Incorporate	Model	Research	Thank
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	Devise	Install	Reconfigure	Screen	Upgrade