### Action Verbs (Alphabetical Listing)

<table>
<thead>
<tr>
<th>Accelerate</th>
<th>Contract</th>
<th>Extract</th>
<th>Log</th>
<th>Record</th>
<th>Terminate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodate</td>
<td>Contribute</td>
<td>Fabricate</td>
<td>Maintain</td>
<td>Recreate</td>
<td>Test</td>
</tr>
<tr>
<td>Accomplish</td>
<td>Control</td>
<td>Facilitate</td>
<td>Manage</td>
<td>Recruit</td>
<td>Theorize</td>
</tr>
<tr>
<td>Account for</td>
<td>Convince</td>
<td>Familiarize</td>
<td>Manipulate</td>
<td>Rectify</td>
<td>Time</td>
</tr>
<tr>
<td>Achieve</td>
<td>Coordinate</td>
<td>Fashion</td>
<td>Market</td>
<td>Redesign</td>
<td>Track</td>
</tr>
<tr>
<td>Act</td>
<td>Correct</td>
<td>Figure</td>
<td>Master</td>
<td>Reduce</td>
<td>Train</td>
</tr>
<tr>
<td>Activate</td>
<td>Correlate</td>
<td>File</td>
<td>Match</td>
<td>Refer</td>
<td>Transact</td>
</tr>
<tr>
<td>Adapt</td>
<td>Correspond</td>
<td>Finalize</td>
<td>Maximize</td>
<td>Refine</td>
<td>Transfer</td>
</tr>
<tr>
<td>Address</td>
<td>Counsel</td>
<td>Fix</td>
<td>Measure</td>
<td>Regulate</td>
<td>Translate</td>
</tr>
<tr>
<td>Adjust</td>
<td>Create</td>
<td>Focus</td>
<td>Mediate</td>
<td>Rehabilitate</td>
<td>Transmit</td>
</tr>
<tr>
<td>Administrator</td>
<td>Criticize</td>
<td>Forecast</td>
<td>Meet</td>
<td>Reinforce</td>
<td>Transport</td>
</tr>
<tr>
<td>Advance</td>
<td>Critique</td>
<td>Form</td>
<td>Moderate</td>
<td>Reject</td>
<td>Travel</td>
</tr>
<tr>
<td>Advertise</td>
<td>Customize</td>
<td>Format</td>
<td>Modify</td>
<td>Relate</td>
<td>Treat</td>
</tr>
<tr>
<td>Affect</td>
<td>Decide</td>
<td>Formulate</td>
<td>Monitor</td>
<td>Relieve</td>
<td>Trim</td>
</tr>
<tr>
<td>Alleviate</td>
<td>Decrease</td>
<td>Foster</td>
<td>Motivate</td>
<td>Remedy</td>
<td>Troubleshoot</td>
</tr>
<tr>
<td>Allocates</td>
<td>Define</td>
<td>Find</td>
<td>Move</td>
<td>Render</td>
<td>Tutor</td>
</tr>
<tr>
<td>Amplified</td>
<td>Delegate</td>
<td>Gather</td>
<td>Negate</td>
<td>Recognize</td>
<td>Undertake</td>
</tr>
<tr>
<td>Analyze</td>
<td>Deliver</td>
<td>Generate</td>
<td>Negotiate</td>
<td>Repair</td>
<td>Update</td>
</tr>
<tr>
<td>Announce</td>
<td>Demonstrate</td>
<td>Govern</td>
<td>Obtain</td>
<td>Report</td>
<td>Upgrade</td>
</tr>
<tr>
<td>Answer</td>
<td>Design</td>
<td>Graph</td>
<td>Occupy</td>
<td>Reposition</td>
<td>Utilize</td>
</tr>
<tr>
<td>Anticipate</td>
<td>Detect</td>
<td>Group</td>
<td>Open</td>
<td>Represent</td>
<td>Validate</td>
</tr>
<tr>
<td>Appraise</td>
<td>Determine</td>
<td>Guard</td>
<td>Operate</td>
<td>Research</td>
<td>Verify</td>
</tr>
<tr>
<td>Apply</td>
<td>Develop</td>
<td>Guide</td>
<td>Order</td>
<td>Reshape</td>
<td>Vitalize</td>
</tr>
<tr>
<td>Arbitrate</td>
<td>Diagnose</td>
<td>Handle</td>
<td>Organize</td>
<td>Resolve</td>
<td>Welcome</td>
</tr>
<tr>
<td>Arrange</td>
<td>Differentiate</td>
<td>Head</td>
<td>Originate</td>
<td>Restructure</td>
<td>Write</td>
</tr>
<tr>
<td>Assemble</td>
<td>Direct</td>
<td>Help</td>
<td>Overhaul</td>
<td>Retain</td>
<td></td>
</tr>
<tr>
<td>Assert</td>
<td>Discipline</td>
<td>Hire</td>
<td>Oversea</td>
<td>Retrieve</td>
<td></td>
</tr>
<tr>
<td>Assess</td>
<td>Discover</td>
<td>Home</td>
<td>Package</td>
<td>Reverse</td>
<td></td>
</tr>
<tr>
<td>Assign</td>
<td>Dispense</td>
<td>Identify</td>
<td>Participate</td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>Assist</td>
<td>Dispense</td>
<td>Illustrate</td>
<td>Penetrate</td>
<td>Revise</td>
<td></td>
</tr>
<tr>
<td>Assume</td>
<td>Display</td>
<td>Imagine</td>
<td>Perform</td>
<td>Revitalize</td>
<td></td>
</tr>
<tr>
<td>Assume</td>
<td>Disseminate</td>
<td>Implement</td>
<td>Persuade</td>
<td>Reward</td>
<td></td>
</tr>
<tr>
<td>Assure</td>
<td>Distinguish</td>
<td>Improve</td>
<td>Pilot</td>
<td>Route</td>
<td></td>
</tr>
<tr>
<td>Attain</td>
<td>Distribute</td>
<td>Improvise</td>
<td>Pinpoint</td>
<td>Sample</td>
<td></td>
</tr>
<tr>
<td>Attract</td>
<td>Diversify</td>
<td>Incorporate</td>
<td>Place</td>
<td>Save</td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td>Divert</td>
<td>Increase</td>
<td>Plan</td>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Automate</td>
<td>Document</td>
<td>Index</td>
<td>Pool</td>
<td>Screen</td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td>Draft</td>
<td>Inclement</td>
<td>Predict</td>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td>Dramatize</td>
<td>Influence</td>
<td>Prepare</td>
<td>Secure</td>
<td></td>
</tr>
<tr>
<td>Bargain</td>
<td>Earn</td>
<td>Inform</td>
<td>Prescribe</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>Edit</td>
<td>Initiate</td>
<td>Present</td>
<td>Sell</td>
<td></td>
</tr>
<tr>
<td>Build</td>
<td>Educate</td>
<td>Innovate</td>
<td>Preserve</td>
<td>Serve</td>
<td></td>
</tr>
<tr>
<td>Calculate</td>
<td>Eliminate</td>
<td>Input</td>
<td>Preside</td>
<td>Service</td>
<td></td>
</tr>
<tr>
<td>Calibrate</td>
<td>Employ</td>
<td>Inspect</td>
<td>Prioritize</td>
<td>Set goals</td>
<td></td>
</tr>
<tr>
<td>Catalogue</td>
<td>Enable</td>
<td>Inspire</td>
<td>Process</td>
<td>Set up</td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>Enact</td>
<td>Install</td>
<td>Produce</td>
<td>Simplify</td>
<td></td>
</tr>
<tr>
<td>Chart</td>
<td>Encourage</td>
<td>Institute</td>
<td>Proclaim</td>
<td>Shape</td>
<td></td>
</tr>
<tr>
<td>Choose</td>
<td>Enforce</td>
<td>Instigate</td>
<td>Project</td>
<td>Sketch</td>
<td></td>
</tr>
<tr>
<td>Clarify</td>
<td>Engineer</td>
<td>Instinct</td>
<td>Promote</td>
<td>Solidify</td>
<td></td>
</tr>
<tr>
<td>Close</td>
<td>Enhance</td>
<td>Insure</td>
<td>Propose</td>
<td>Solve</td>
<td></td>
</tr>
<tr>
<td>Coach</td>
<td>Enlarge</td>
<td>Integrate</td>
<td>Protect</td>
<td>Sort</td>
<td></td>
</tr>
<tr>
<td>Collaborate</td>
<td>Enlist</td>
<td>Interpret</td>
<td>Prove</td>
<td>Speak</td>
<td></td>
</tr>
<tr>
<td>Collect</td>
<td>Enter</td>
<td>Introspect</td>
<td>Provide</td>
<td>Specify</td>
<td></td>
</tr>
<tr>
<td>Communicate</td>
<td>Entertain</td>
<td>Intervene</td>
<td>Publish</td>
<td>Sponsor</td>
<td></td>
</tr>
<tr>
<td>Compare</td>
<td>Equate</td>
<td>Introduce</td>
<td>Publicize</td>
<td>Stimulate</td>
<td></td>
</tr>
<tr>
<td>Compile</td>
<td>Establish</td>
<td>Invent</td>
<td>Purchase</td>
<td>Streamline</td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>Estimate</td>
<td>Investigate</td>
<td>Question</td>
<td>Strengthen</td>
<td></td>
</tr>
<tr>
<td>Compose</td>
<td>Evaluate</td>
<td>Journals</td>
<td>Quote</td>
<td>Structure</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>Examine</td>
<td>Judge</td>
<td>Read</td>
<td>Study</td>
<td></td>
</tr>
<tr>
<td>Conceive</td>
<td>Exceed</td>
<td>Launch</td>
<td>Reason</td>
<td>Suggest</td>
<td></td>
</tr>
<tr>
<td>Conceptualize</td>
<td>Execute</td>
<td>Lay out</td>
<td>Receive</td>
<td>Summarize</td>
<td></td>
</tr>
<tr>
<td>Conclude</td>
<td>Exhibit</td>
<td>Lead</td>
<td>Recognize</td>
<td>Supervise</td>
<td></td>
</tr>
<tr>
<td>Conduct</td>
<td>Expand</td>
<td>Lecture</td>
<td>Recommend</td>
<td>Support</td>
<td></td>
</tr>
<tr>
<td>Confront</td>
<td>Expatriate</td>
<td>List</td>
<td>Recognize</td>
<td>Surpass</td>
<td></td>
</tr>
<tr>
<td>Conserve</td>
<td>Expedite</td>
<td>Locate</td>
<td>Recommend</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td>Consolidate</td>
<td>Experience</td>
<td>List</td>
<td>Reconcile</td>
<td>Synthesize</td>
<td></td>
</tr>
<tr>
<td>Construct</td>
<td>Experiment</td>
<td>List</td>
<td>Reconcile</td>
<td>Systemize</td>
<td></td>
</tr>
<tr>
<td>Consult</td>
<td>Explain</td>
<td>Locate</td>
<td>Reconcile</td>
<td>Teach</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td>Explore</td>
<td>Locate</td>
<td>Reconcile</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Action Verbs (Functional Listing)

**Management**
- Administer
- Analyze
- Apply
- Arbitrate
- Assert
- Assign
- Attain
- Chair
- Coach
- Conduct
- Confront
- Consolidate
- Contract
- Control
- Coordinate
- Critique
- Decide
- Delegate
- Develop
- Direct
- Dispatch
- Display
- Diversify
- Employ
- Enforce
- Enlist
- Establish
- Evaluate
- Expand
- Govern
- Handle
- Head
- Hire
- Implement
- Improve
- Increase
- Institute
- Integrate
- Launch
- Lead
- Maintain
- Manage
- Manipulate
- Order
- Organize
- Oversee
- Plan
- Prescribe
- Preside
- Prioritize
- Produce
- Propose
- Rank
- Recognize
- Recommend
- Recruit
- Regulate
- Reinforce
- Represent
- Resolve
- Restructure
- Retain
- Schedule
- Select
- Shape
- Stimulate
- Streamline
- Structure

**Communicate**
- Supervise
- Support
- Terminate
- Track
- Train
- Troubleshoot

**Collect**
- Compare
- Conclude
- Conduct
- Correlate
- Critique
- Define
- Detect
- Determine
- Diagnose
- Discover
- Document
- Evaluate
- Equate
- Examine
- Experiment
- Extract
- Gather
- Graph
- Identify
- Inspect
- Interview
- Investigate
- Locate
- Manipulate
- Measure
- Observe
- Obey
- Obstruct
- Order
- Operate
- Organize
- Operate
- Outpace
- Oversee
- Overhaul
- Overwhelm
- Revise
- Sketch
- Solve
- Synthesize
- Vitalize

**Teaching**
- Adapt
- Advise
- Assess
- Assign
- Award
- Calculate
- Chart
- Clarify
- Coach
- Communicate
- Coordinate
- Confront
- Control
- Correct
- Critique
- Develop
- Discipline
- Educate
- Enable
- Encourage
- Enforce
- Evaluate
- Explain
- Facilitate
- Guide
- Grade
- Indoctrate
- Influence
- Inform
- Inspire
- Instruct
- Lecture
- Motivate
- Persuade
- Post
- Project
- Promote
- Propose
- Publish
- Publicize
- Question
- Quote
- Read
- Recommend
- Recall
- Receive
- Resolve
- Report
- Reorganize
- Reinforce
- Rent
- Revise
- Schedule
- Screen
- Select
- Set Goals
- Stimulate
- Study
- Teach
- Test
- Train
- Tutor

**Technical**
- Assess
- Automate
- Build
- Calculate
- Calibrate
- Compute
- Construct
- Deliver
- Design
- Devise
- Distribute
- Engineer
- Execute
- Fabricate
- Fix
- Generate
- Install
- Lay Out
- Maintain
- Modify
- Move
- Operate
- Package
- Pilot
- Place
- Prepare
- Process
- Produce
- Program
- Report
- Reconstruct
- Repossess
- Retrieve
- Route
- Service
- Solve
- Time
- Transmit
- Transport
- Treat
- Trim
- Upgrade

**Creative**
- Act
- Adapt
- Arrange
- Author
- Compose
- Conceive
- Conceptualize
- Conclude
- Construct
- Create
- Customize
- Design
- Develop
- Devise
- Display
- Draft
- Dramatize
- Entertain
- Establish
- Exhibit
- Explore
- Fashion
- Found
- Illustrate
- Imagine
- Improvise
- Initiate
- Innovate
- Instigate
- Introduce
- Invent
- Lay Out
- Mark
- Maximize
- Motivate
- Prescribe
- Provide
- Reason
- Refer
- Refine
- Reorganize
- Represent
- Relieve
- Remedy
- Suggest

**Financial**
- Account for
- Allocate
- Adjust
- Administer
- Analyze
- Appraise
- Assess
- Audit
- Balance
- Budget
- Calculate
- Compute
- Develop
- Document
- Equate
- Estimate
- Figure
- Forecast
- Formulate
- Input
- Journalize
- Log
- Manage
- Market
- Plan
- Predict
- Project
- Quote
- Reconcile
- Record
- Report
- Research
- Sponsor
- Tabulate
- Transact
- Transfer

**Helping**
- Accelerate
- Accommodate
- Advance
- Alleviate
- Answer
- Assess
- Assist
- Assure
- Clarify
- Coach
- Collaborate
- Contribute
- Counsel
- Demonstrate
- Diagnose
- Educate
- Enable
- Encourage
- Enhance
- Expedit
- Exploit
- Facilitate
- Familiarize
- Foster
- Guide
- Help
- Improve
- Influence
- Intervene
- Maximize
- Motivate
- Prescribe
- Provide
- Reason
- Refer
- Refine
- Rehabilitate
- Represent
- Relieve
- Remedy
- Suggest

**Clerical**
- Address
- Amplify
- Arrange
- Catalogue
- Chair
- Compile
- Complete
- Coordinate
- Draft
<table>
<thead>
<tr>
<th>Enter</th>
<th>Order</th>
<th>Amplify</th>
<th>Differentiate</th>
<th>Insure</th>
<th>Render</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate</td>
<td>Organize</td>
<td>Anticipate</td>
<td>Disperse</td>
<td>Judge</td>
<td>Repeat</td>
</tr>
<tr>
<td>File</td>
<td>Pin Point</td>
<td>Assume</td>
<td>Disperse</td>
<td>Master</td>
<td>Restore</td>
</tr>
<tr>
<td>Finalize</td>
<td>Prepare</td>
<td>Attain</td>
<td>Disseminate</td>
<td>Match</td>
<td>Reverse</td>
</tr>
<tr>
<td>Format</td>
<td>Process</td>
<td>Attract</td>
<td>Distinguish</td>
<td>Meet</td>
<td>Revitalize</td>
</tr>
<tr>
<td>Find</td>
<td>Record</td>
<td>Balance</td>
<td>Divert</td>
<td>Monitor</td>
<td>Sample</td>
</tr>
<tr>
<td>Generate</td>
<td>Reorganize</td>
<td>Bargain</td>
<td>Earn</td>
<td>Negate</td>
<td>Save</td>
</tr>
<tr>
<td>Implement</td>
<td>Screen</td>
<td>Choose</td>
<td>Eliminate</td>
<td>Obtain</td>
<td>Secure</td>
</tr>
<tr>
<td>Index</td>
<td>Sort</td>
<td>Close</td>
<td>Enact</td>
<td>Occupy</td>
<td>Sell</td>
</tr>
<tr>
<td>Input</td>
<td>Specify</td>
<td>Collect</td>
<td>Endure</td>
<td>Open</td>
<td>Serve</td>
</tr>
<tr>
<td>Journalize</td>
<td>Systematize</td>
<td>Complete</td>
<td>Enlarge</td>
<td>Participate</td>
<td>Set Goals</td>
</tr>
<tr>
<td>List</td>
<td>Tabulate</td>
<td>Conclude</td>
<td>Enter</td>
<td>Penalize</td>
<td>Set Up</td>
</tr>
<tr>
<td>Locate</td>
<td>Update</td>
<td>Confine</td>
<td>Exceed</td>
<td>Penetrate</td>
<td>Simplify</td>
</tr>
<tr>
<td>Log</td>
<td>Upgrade</td>
<td>Confirm</td>
<td>Expatiate</td>
<td>Perform</td>
<td>Solidify</td>
</tr>
<tr>
<td>Maintain</td>
<td>Validate</td>
<td>Conserve</td>
<td>Experience</td>
<td>Plan</td>
<td>Strengthen</td>
</tr>
<tr>
<td>Monitor</td>
<td>Misc.</td>
<td>Consolidate</td>
<td>Extract</td>
<td>Preserve</td>
<td>Surpass</td>
</tr>
<tr>
<td></td>
<td>Achieve</td>
<td>Contain</td>
<td>Familiarize</td>
<td>Prosper</td>
<td>Travel</td>
</tr>
<tr>
<td></td>
<td>Act</td>
<td>Decrease</td>
<td>Focus</td>
<td>Protect</td>
<td>Undertake</td>
</tr>
<tr>
<td></td>
<td>Activate</td>
<td>Define</td>
<td>Forecast</td>
<td>Receive</td>
<td>Utilize</td>
</tr>
<tr>
<td></td>
<td>Affect</td>
<td>Demonstrate</td>
<td>Form</td>
<td>Rectify</td>
<td>Validate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Determine</td>
<td>Group</td>
<td>Reduce</td>
<td>Verify</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop</td>
<td>Instigate</td>
<td>Reject</td>
<td>Vitalize</td>
</tr>
</tbody>
</table>