

Action Verbs Definitions

Accumulate	Assemble or collect
Administer	To manage or direct execution of
Adjust	To settle differences or discrepancies, fits to meet regulations or requirements, adapts in accordance with situation
Advise	Offer an informed opinion or give specialized information to others
Allocate	Assign or apportion for a specific purpose or to a particular person
Analyze	Identify the elements of a whole and critically examine and relate these component parts separately and/or in relation to the whole
Anticipate	To foresee and deal with in advance
Appraise	Assess; to evaluate as to quality
Approve	Exercise final and decisive authority
Arrange	To make preparations for an event; to put in proper order
Ascertain	To find out or come to a conclusion
Assign	Delegate; appoint
Assure	Make certain; confirm
Audit	Examine and review of accounts, programs or systems
Authorize	Empower; to give authority; approve or commit an act implying subsequent action by others
Balance	To compute the difference between the debits and credits of an account; to reconcile
Budget	To allocate funds in a budget
Calculate	To determine by mathematical computation
Check	To compare with a source; to inspect
Collaborate	To work or act jointly with others
Collect	Gather facts or data
Compile	To collect material from sources into a volume
Complete	Conclude; bring to an end
Conduct	Lead; do; carry on a process
Consolidate	Bring together into one whole
Consult	To ask advice; confer with
Contact	To be in communication with
Contribute	To give or supply in common with others
Control	Authority to direct or regulate
Coordinate	To organize; to bring into common action; regulate, adjust or direct the related actions of others in order to attain desired results
Counsel	To advise
Create	Produce through imaginative skill
Define	Precise in detail; limited to determining the course to follow
Delegate	To assign responsibility
Design	To create or fashion
Determine	To identify conclusively; to make a decision
Develop	To compose or evolve; to disclose, discover, perfect, or unfold a plan or idea in detail; promotes growth of
Devise	Form in the mind by combinations of ideas, new applications of principles, or new arrangement of parts
Diagnose	To recognize, analyze and identify by examination and observation
Dictate	To issue an order

Action Verbs Definitions

Direct	Govern or control work operations by establishing and implementing objectives, practices, and methods; to determine the course of
Discuss	To exchange views; to arrive at a conclusion
Disseminate	To spread or disperse information
Distribute	Divide among several; deliver
Draft	To write or compose papers or documents in rough, or preliminary or final form; often for clearance by others
Edits	To revise and prepare material for publication or display
Enforce	To compel observance of or compliance with a law, rule or obligation
Ensure	To make certain; guarantee on outcome
Establish	To institute; to bring about; effect
Estimate	To forecast future quantities, values, sizes, extents, etc., either on basis of judgment or calculations
Evaluate	To determine the worth or success of by careful study
Examine	To investigate closely; scrutinize
Execute	To carry out fully to completion
Expedite	Accelerate the process or progress
Extract	To draw out, deduce, derives, copies out, makes a selection
Facilitate	To make easy or less difficult
Finalize	To put in finished form
Follow-up	To check the progress of
Forecast	To calculate or predict an outcome based on specified assumptions
Formulate	To develop or devise a plan, policy or procedure
Function	Specific kind of work to be performed
Gather	To accumulate; bring parts together
Guide	To regulate, manage, direct, instruct
Implement	To carry out; to perform activities essential to plan or program
Improve	To enhance in value or quality; make better
Inform	To instruct; to communicate knowledge of
Initiate	To originate; to introduce for the first time; to set in motion
Inspect	To examine carefully and critically
Instruct	To impart knowledge or direction to
Interpret	To explain the meaning of; to translate
Interview	To question in order to obtain facts or opinions
Inventory	To count and make a list of items
Investigate	To inquire into systematically
Issue	To distribute formally
Lead	To guide or direct on a course or in the direction of
Machine	To plane, shape, turn, mill by machine
Maintain	To keep up-to-date or current; to hold
Make	To cause to happen
Manage	To plan, organize, direct, control, and evaluate operation of an organizational unit with responsibility for the output; to control and direct; to administer
Monitor	To watch, observe, or check
Motivate	To cause others to act
Negotiate	To confer with others to reach an agreement

Action Verbs Definitions

Notify	To give notice to; to inform
Obtain	To gain, use or be in possession of ; to acquire
Operate	To conduct or perform an activity
Participate	To take part of
Plan	To devise a method or course of action
Prepare	To make ready, put into a state for use or application
Present	To bring or introduce
Process	To prepare by or submit to a special treatment
Produce	To create; develop; yield
Propose	To suggest for consideration or adoption
Provide	To supply for use; to furnish
Receive	To take something that is offered
Recommend	To advise a course of action
Record	To register; to make record of
Refer	To send or direct to some person or place for treatment, aid, or information
Register	To enter in a record or list; enroll
Reject	To refuse to accept
Release	To permit the distribution of
Repair	To fix or make usable
Report	To furnish information
Represent	To take the place of
Research	Conducts investigation or experimentation aimed at the discovery and interpretation of new facts and their interpretation, the revision of accepted conclusions or theories that may be affected by newly discovered facts, or the practical application of such new or revised conclusions
Responsibility	Accountability for decisions and actions
Review	To consider or examine facts or results for accuracy, completeness and suitability; to go over or examine in order to give approval
Revise	To update or make a new version of
Routine	Regular procedure; norm or course of business
Schedule	To establish or plan specific timing and staffing
Screen	To pass through standardize test for sorting
Secure	To gain possession of; to obtain
See	To make certain of
Service	To provide assistance
Sign	To affix signature and approval or receipt
Specify	To name or state explicitly
Standardize	To bring into conformity with established criteria
Store	To place or leave in a location
Structure	Arranged in a definite pattern or organization
Study	To consider attentively; apply though to any subject of investigation
Submit	To present for decision or judgment by others
Supervise	To guide and instruct with immediate responsibility for the daily performance of others
Supply	To provide or furnish with
Survey	To determine the form, extent, position of a situation

<u>Action Verbs</u>	<u>Definitions</u>
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Synthesize	To form new product or idea by combining different elements
Tabulate	To put in table form
Train	To provide instruction so as to increase skill or knowledge of others; teach, demonstrate, or guide others in the performance of assigned work
Verify	To confirm; substantiate