

Action Verb Glossary

A

Accepts: To receive as true; to regard as proper, normal, inevitable.

Accounts: To give a report on; to furnish a justifying analysis or explanation.

Accumulates: To collect; to gather.

Achieves: To bring to a successful conclusion.

Acknowledges: To report the receipt of.

Acquires: To come into possession of.

Activates: To mobilize; to set into motion.

Acts: To perform a specified function; to exert one's powers in such a way as to bring about an effect; to carry out a purpose.

Adapts: To suit or fit by modification.

Adjusts: To bring to a more satisfactory state; to bring the parts of something to a true or more effective position.

Administers: To manage or direct the execution of affairs.

Adopts: To take up and practice as one's own.

Advises: To recommend a course of action; to offer an informed opinion based on specialized knowledge; to give advice to.

Advocates: To recommend or speak in favor of.

Affirms: To assert positively; to confirm or ratify.

Aligns: To arrange or form in a line; to array.

Allots: To assign as a share.

Alters: To make different without changing into something else.

Amends: To change or modify (for the better).

Analyzes: To separate into elements and critically examine; to study the factors of a situation or problem in order to determine the solution or outcome; to study various unrelated facts to arrive at a conclusion.

Answers: To speak or write in reply.

Anticipates: To foresee events, trends, consequences or problems and deal with in advance.

Applies: To put to use for a purpose; to employ diligently or with close attention.

Appoints: To name officially.

Appraises: To evaluate as to quality, status, effectiveness.

Approves: To accept as satisfactory; to exercise final authority with regard to commitment of resources; to sanction officially.

Arranges: To prepare for an event; to put in proper order.

Ascertains: To find out or discover through examination; to find out or learn for a certainty.

Assembles: To collect or gather together in a predetermined order from various sources; to fit together the parts of.

Assesses: To determine value of; to evaluate.

Assigns: To specify or designate tasks or duties to be performed by others.

Assists: To help or aid others in the performance of work; to give support to.

Assumes: To undertake; to take for granted; to take to or upon oneself.

Assures: To give confidence; to make certain of; to confirm.

Attaches: To connect; to bind or affix to; to fasten; to tie.

Attains: To come into possession of; to arrive at.

Attends: To be present.

Action Verb Glossary

A (*cont.*)

Audits: To examine officially with intent to verify.

Authorizes: To empower; to permit; to establish by authority.

Awards: To confer or bestow.

B

Balances: To compute the difference between the debits and credits of an account; to reconcile accounts; to arrange or prove so that the sum of one group equals the sum of another.

Batches: To assemble into a group for one operation.

Budgets: To plan expenditures.

Builds: To construct.

C

Calculates: To make a mathematical computation.

Calls: To communicate with by telephone; to summon; to announce.

Cancels: To mark out; to revoke; to invalidate. (Printing – to delete).

Carries: To convey through the use of the hands.

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; to examine.

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 facts or data; to assemble, to accumulate.

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.

Action Verb Glossary

C (cont.)

Consolidates: To bring together.

Constructs: To make or form by combining parts; to draw with suitable instruments and under specified conditions; to arrange.

Consults: To seek advice of others; to give professional advice or services; to refer to.

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; to directly exercise guiding or restraining power over.

Converts: To alter the physical or chemical nature of something; to alter for more effective utilization.

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.

Cooperates: To act or operate jointly with others (to collaborate).

Coordinates: To regulate, adjust or combine the actions of others to attain harmony.

Copies: To duplicate an original; to transfer or reproduce information.

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.

D

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; to entrust to the care or management of another.

Deletes: To strike out, erase, 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; to decide.

Develops: To disclose, discover, perfect or unfold a plan or idea; to evolve; to make apparent; to bring to light; to make more available or usable.

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; to regulate the activities or course of; to govern or control; to give guidance to.

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.

Action Verb Glossary

D (cont.)

Disposes: To sell or get rid of.

Disseminates: To spread or disperse information or ideas.

Distributes: To deliver to proper destination; to divide or separate into classes; to pass around; to allot.

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.

E

Edits: To revise and prepare material (written, film, tape, sound track) for publication or display.

Elaborates: To work out in detail; to give details.

Elects: To choose or select carefully.

Eliminates: To get rid of; to set aside as unimportant.

Employs: To make use of; to use or engage the services of; to provide with a job that pays a wage or salary.

Encourages: To inspire with spirit, hope; to give help or patronage to.

Endorses: To support or recommend.

Engages: To interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of.

Enlists: To engage for duty; to secure the support and aid of.

Ensures: To make sure, certain or safe; to guarantee.

Establishes: To bring into existence; to set up; to institute; to place on a firm basis.

Estimates: To forecast future requirements.

Evaluates: To determine or fix the value of.

Examines: To inspect closely; to investigate; to scrutinize; to subject to inquiry by inspection or test.

Exchanges: To give or take one thing in return for another.

Excludes: To shut out; to bar from participation, consideration or inclusion.

Executes: To put into effect; to carry out; to complete.

Exercises: To exert influence; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.

Expedites: To accelerate the process or progress of; to remove obstacles.

Extracts: To draw forth; to separate; to determine by calculation.

F

Facilitates: To make easier.

Feeds: 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.

Files: To arrange in a methodical manner; to rub smooth or cut away with a tool.

Finalizes: To put in finished form.

Finds: To encounter; to come upon by searching or effort.

Flags: To mark in some distinctive manner.

Follows up: To pursue closely in order to check progress.

Action Verb Glossary

F (cont.)

Forecasts: To predict; to estimate in advance.

Formulates: To develop or devise, as in a plan, policy or procedure.

Fosters: To promote the growth or development of.

Functions: To act or operate as; to serve.

Furnishes: To provide what is needed; to supply.

G

Gathers: To collect; to harvest; to accumulate and place in order.

Generates: To bring into existence; to originate by a vital or chemical process.

Governs: To exercise continuous sovereign authority over; to control and direct the making and administration or authority over; to hold in check; to have decisive influence.

Guarantees: To secure; to answer for the debt, default or miscarriage of.

Guides: To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.

H

Helps: To be of use to; to relieve; to remedy; to serve.

Hires: To engage the service of for a set sum.

I

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; to instruct.

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; to introduce, as a word in a sentence.

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; to inform.

Integrates: To unify; to make whole by putting all parts or elements together.

Interprets: To give the meaning of; to explain to others; to translate.

Interviews: To question in order to obtain facts or opinions.

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.

Action Verb Glossary

I (cont.)

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.

J

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).

K

Keeps: To hold or retain; to maintain.

L

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; to itemize.

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; to position.

Looks up: To search for and find.

M

Maintains: To continue; to carry on; to keep in an existing state; to keep up-to-date or current, as records.

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, direct; to alter by manipulation; to succeed in accomplishing; to guide; to administer.

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.

Action Verb Glossary

N

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; to give notice to; to inform.

Nullifies: To make of no value or consequence; to cancel out.

O

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, procedures or situations.

Originates: To create; to invent; to produce as new.

Oversees: To watch; to superintend; to supervise.

P

Participates: To take part in.

Performs: To fulfill or carry out some action; to accomplish; to execute.

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 out conspicuously.

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; to transfer or carry information from one record to another.

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.

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 to view.

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.

Action Verb Glossary

P (cont.)

Procures: To obtain possession of; to bring about.

Produces: To grow; to make, bear or yield something; to offer to view or notice; to exhibit.

Programs: To arrange or work out a sequence of operations to be performed; to make a plan or procedure.

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; to offer for consideration or adoption.

Provides: To supply what is needed; to furnish.

Pulls: To haul, tow; to remove, as in filing.

Purchases: To buy or procure by committing organizational funds.

Q

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 amount of.

Questions: To interrogate; to doubt; to dispute; to inquire.

R

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; to learn or be informed of by reading.

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; to restore.

Records: To register; to set down in writing; to make a record of.

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 to.

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 dissemination of.

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.

Action Verb Glossary

R (cont.)

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 re-examine.

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.

S

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 scrutinize; to read hastily or to glance at; 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 obtain; 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 pay out.

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.

Structures: To give arrangement or form to; to arrange or organize.

Studies: To contemplate; to carefully examine or investigate; to deliberate; to consider attentively; to ponder or fix the mind closely upon a subject.

Submits: To present data for the discretion or judgment of others.

Summarizes: To restate material (facts, figures, etc.) briefly.

Action Verb Glossary

S (cont.)

Supervises: To personally oversee, direct, inspect or guide the work of others with responsibility for meeting with certain standards of performance; to superintend; to lead.

- (1) Direct Supervision: Involves guidance and direction over individuals who report to and are directly responsible to the supervisor. Includes supervision of work, training, and personnel functions.
- (2) Close Supervision: Individual does not use own initiative. Is instructed by supervisor as to the solution and selection of the proper procedures to follow.
- (3) Limited Supervision: Individual proceeds on own initiative in compliance with policies, practices, and procedures prescribed by immediate supervisor.
- (4) General Supervision: Involves guidance and direction actually carried out by the immediate supervisor.
- (5) Supervision of Work: Includes work distribution, scheduling, training, answering of questions related to work, assisting in solving problems, etc. Does not include any personnel functions such as salaries, discipline, promotions, etc.
- (6) Training Responsibility: Involves advice, information, and guidance on specialized matters; involves no authority. Gives instruction in regard to procedures.

Supplements: To add to.

Supplies: To furnish something that is needed; to provide; to equip.

Surveys: To examine as to condition, situation or value; to determine the form, extent, position, etc. of a situation, usually in connection with gathering of information.

Synthesizes: To form new product by combining different elements.

Systematizes: To arrange methodically.

T

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; to increase skill or knowledge by capable instruction.

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.

Action Verb Glossary

U

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.

V

Verifies: To confirm or establish authenticity; to substantiate; to test or check the accuracy of.

W

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; to compose; to express or communicate through the use of the written word.