**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 recommend or speak in favor of.

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.
Convincs: 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 act or operate jointly with others (to collaborate).
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.
Discuss: 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.