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.
Administrates: 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.
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 act or operate jointly with 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.
- **Divers**: 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.
Prepares: 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.

**Produce**: 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.
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.