

## LIST OF ACTION VERBS

Accelerated	Balanced	Consolidated	Discovered	Gathered	Lectured	Presented	Scheduled
Accomplished	Briefed	Constructed	Distributed	Generated	Led	Presided	Searched
Accounted for	Brought	Consulted	Documented	Governed	Licensed	Printed	Selected
Achieved	Budgeted	Contacted	Drafted	Granted	Listened	Processed	Served
Acquired	Built	Continued	Earned	Grouped	Litigated	Produced	Shaped
Activated	Calculated	Contracted	Edited	Guided	Lobbied	Promoted	Shared
Adapted	Cataloged	Controlled	Educated	Handled	Maintained	Prosecuted	Showed
Adjusted	Caused	Convened	Effected	Helped	Managed	Protected	Simplified
Administered	Chaired	Converted	Elicited	Highlighted	Marketed	Provided	Solicited
Advised	Changed	Conveyed	Encouraged	Identified	Mastered	Publicized	Solved
Aided	Chartered	Convinced	Engineered	Illustrated	Measured	Questioned	Specialized
Allocated	Checked	Coordinated	Enlarged	Immunized	Mediated	Raised	Specified
Analyzed	Chose	Corrected	Established	Implemented	Modeled	Received	Spoke
Annotated	Clarified	Correlated	Estimated	Improved	Moderated	Recorded	Started
Answered	Classified	Corresponded	Evaluated	Incorporated	Modified	Reduced	Stimulated
Anticipated	Cleared	Counseled	Examined	Increased	Monitored	Rendered	Structured
Appeared	Closed	Dealt	Excelled	Influenced	Motivated	Repaired	Studied
Applied	Coded	Debated	Executed	Informed	Named	Reported	Summarized
Appointed	Collaborated	Decided	Exhibited	Inspected	Negotiated	Represented	Supervised
Appraised	Collected	Defended	Expanded	Instituted	Observed	Reproduced	Supported
Approved	Combined	Defined	Expedited	Interpreted	Obtained	Required	Synthesized
Arbitrated	Commented	Delegated	Experienced	Interrogated	Operated	Researched	Targeted
Argued	Communicated	Delivered	Experimented	Interviewed	Ordered	Resolved	Taught
Arranged	Compared	Demonstrated	Explained	Introduced	Organized	Responded	Tested
Articulated	Compiled	Described	Explored	Invented	Originated	Restored	Trained
Assembled	Completed	Designed	Expressed	Investigated	Outlined	Retained	Translated
Assessed	Composed	Detailed	Extended	Involved	Oversaw	Retrieved	Tutored
Assigned	Computed	Determined	Filed	Joined	Participated	Reviewed	Used
Assisted	Conceived	Developed	Foresaw	Judged	Perceived	Revised	Utilized
Assumed	Conceptualized	Devised	Formed	Justified	Performed	Rewrote	Verified
Assured	Concluded	Diminished	Formulated	Kept	Persuaded	Routed	Worked
Awarded	Conducted	Directed	Gained	Keynoted	Planned	Saved	Wrote