

## Action Verbs and Definitions

Action Verb	Definition
ADMINISTERS	To supervise or manage the execution, use, or conduct of.
ADOPTS	To accept and put into effect.
ADVISES	To recommend a course of action.
ALLOCATES	To distribute, set apart, or earmark.
AMENDS	To change, modify, or improve.
ANALYZES	To study the factors, trends, or issues to determine appropriate course of action or solution.
APPLIES	To put to use; to bring into action.
APPRAISES	To evaluate as to quality, effectiveness or status.
APPROVES	To give official or formal sanction to; to accept as satisfactory.
ASCERTAINS	To determine or learn for a certainty.
ASSEMBLES	To collect and arrange in a pre-determined order.
ASSESSSES	To determine the worth or value of.
ASSIGNS	To delegate, allot or transfer.
ASSISTS	To help with or give support to.
ASSURES	To make sure or certain.
AUDITS	To conduct a formal examination or review.
AUTHORIZES	To approve or empower.
BALANCES	To prove or arrange so that the sum of one group equals the sum of another.
BATCHES	To bring together or group into a quantity for one operation.
CHARTS	To lay out a plan for.
CHECKS	To examine; to compare for verification.
CLASSIFIES	To divide into related groups or sections.
CODES	To transpose figures or words into a system of symbols.
COLLABORATES	To work jointly with others.
COMPILES	To collect and edit into one source or record.
COLLATES	To arrange in a pre-determined order.
CONSOLIDATES	To combine into a single unit or whole.
CONTROLS	To manage or guide.
COORDINATES	To organize; to bring into common action or order.
CORRELATES	To present as to demonstrate relationship.
DELEGATES	To assign responsibility or authority.
DESIGNS	To create or construct according to plan.
DEVELOPS	To produce or bring into being.
DIRECTS	To point out or determine activities, course of action, etc.
DISSEMINATES	To spread information.
DISTRIBUTES	To forward, give out, or deliver to a particular audience.
DRAFTS	To compose or draw up a preliminary version or plan.
EDITS	To revise and prepare as for publication or distribution.
ESTABLISHES	To introduce or institute.

<b>Action Verb</b>	<b>Definition</b>
EVALUATES	To appraise; to determine the value or significance of.
EXECUTES	To follow through to the end.
EXPEDITES	To accelerate the movement or progress of.
FACILITATES	To make easier; to help bring about.
FOLLOWS UP	To check the progress of; to see if results are acceptable.
FORECASTS	To predict or calculate based upon analysis of pertinent data.
FORMULATES	To develop or devise a statement, plan or policy.
FURNISHES	To provide or supply.
IMPLEMENTS	To accomplish or carry out; to execute a plan or program.
INFORMS	To provide information or knowledge.
INITIATES	To introduce or undertake.
INSPECTS	To examine carefully and critically.
INTERPRETS	To determine or explain the meaning of.
INTERVIEWS	To survey or question to obtain facts or opinions.
INVENTORIES	To list or tally items or supplies.
INVESTIGATES	To study by close examination.
ISSUES	To distribute formally.
ITEMIZES	To list or detail specifics.
MAINTAINS	To keep up-to-date or current.
MANAGES	To direct or guide; to exercise administrative or supervisory direction of.
MERGES	To combine or unite.
MONITORS	To check periodically or continually.
NOTIFIES	To inform or give notice to.
OBSERVES	To notice, watch or study.
OBTAINS	To acquire.
OPERATES	To control or direct; to perform a function.
ORGANIZES	To form, arrange, or integrate.
ORIGINATES	To initiate or produce as new.
OUTLINES	To summarize significant components or features of a subject.
PARTICIPATES	To take part in; to assist.
PERFORMS	To execute or carry out.
PLANS	To organize or design an activity, program, etc.
POSTS	To transfer information from one document or record to another.
PREPARES	To make ready.
PROCESSES	To handle in accordance with established procedures.
PROGRAMS	To develop a plan or procedure.
PROPOSES	To offer for consideration or implementation.
PROVIDES	To furnish or supply.
RATES	To appraise or assess.
RECOMMENDS	To suggest or advise a course of action.
RECORDS	To register or make note of.
REFERS	To direct or recommend.

<b>Action Verb</b>	<b>Definition</b>
REGISTERS	To enter in a record or list.
RELEASES	To disseminate; to permit the publication of.
REMITTS	To transmit or send money as in a payment.
REORGANIZES	To organize again or anew.
REPORTS	To furnish information.
REVIEWS	To examine or study again.
REVISES	To update or improve.
SCHEDULES	To plan a timetable; to set specific times for.
SCREENS	To examine or review, generally so as to separate one class or group from another.
SECURES	To obtain or get possession of.
SORTS	To place in order or rank according to class, kind, etc.
SUBMITS	To present information for review.
SUMMARIZES	To brief or outline.
SUPERVISES	To oversee, guide or instruct.
SURVEYS	To gather information or collect data for analysis.
TABULATES	To record, count or list systematically.
TRAINS	To teach or instruct.
TRANSCRIBES	To make a written copy.
TRANSDUCES	To change in form or nature.
VERIFIES	To confirm or substantiate; to check the accuracy of.