

Action Verbs by Category

Communication

Address	Advertise	Arbitrate	Arrange	Ascertain	Author	Brief
Collaborate	Communicate	Compose	Confront	Consult	Contact	Convey
Convince	Correspond	Define	Describe	Develop	Direct	Document
Draft	Edit	Educate	Elicit	Enlist	Explain	Express
Follow-up	Formulate	Incorporate	Influence	Inform	Interact	Interpret
Interview	Involve	Lecture	Market	Mediate	Meet	Moderate
Motivate	Negotiate	Network	Observe	Outline	Participate	Persuade
Present	Promote	Publicize	Publish	Question	Reconcile	Recruit
Refer	Reinforce	Report	Resolve	Respond	Solicit	Specify
Speak	Stipulate	Suggest	Summarize	Synthesize	Translate	Write

Creative

Act	Adapt	Advertise	Begin	Broaden	Combine	Compose
Conceive	Condense	Conceptualize	Conduct	Create	Customize	Demonstrate
Design	Develop	Direct	Discover	Display	Draft	Dramatize
Draw	Entertain	Establish	Execute	Exhibit	Explore	Fashion
Forge	Formulate	Found	Illustrate	Imagine	Improvise	Initiate
Institute	Integrate	Introduce	Invent	Market	Model	Modernize
Modify	Originate	Perform	Photograph	Pilot	Pioneer	Plan
Present	Produce	Recommend	Redesign	Rehearse	Remodel	Renovate
Replace	Revise	Revitalize	Shape	Sketch	Spearhead	Transform
Stimulate	Strategize	Transform				

Financial

Account for	Adjust	Administer	Allocate	Analyze	Appraise	Audit
Balance	Budget	Calculate	Compute	Conserve	Control	Correct
Determine	Develop	Estimate	Finance	Forecast	Manage	Market
Measure	Monitor	Net	Plan	Prepare	Procure	Project
Purchase	Qualify	Reconcile	Reduce	Research	Retrieve	Transfer

Helping

Adapt	Advise	Advocate	Aid	Answer	Anticipate	Arrange
Assess	Assist	Clarify	Coach	Collaborate	Contribute	Cooperate
Counsel	Deliver	Demonstrate	Diagnose	Educate	Enable	Encourage
Enlist	Ensure	Evaluate	Expedite	Facilitate	Familiarize	Foster
Guide	Handle	Moderate	Observe	Orient	Predict	Prescribe
Protect	Prevent	Provide	Reconcile	Rectify	Refer	Rehabilitate
Represent	Resolve	Serve	Simplify	Supply	Support	Volunteer

Leadership/Management

Accomplish	Administer	Account for	Adjust	Analyze	Appoint	Approve
Assign	Assume	Attain	Chair	Choose	Conceptualize	Conduct
Contract	Consolidate	Consult	Contract	Coordinate	Decide	Decrease
Delegate	Design	Determine	Develop	Devote	Direct	Dispatch
Dispense	Eliminate	Employ	Emphasize	Enforce	Enhance	Establish
Evaluate	Execute	Formulate	Generate	Handle	Head	Hire
Implement	Improve	Incorporate	Increase	Initiate	Institute	Lead
Leverage	Manage	Maintain	Merge	Motivate	Orchestrate	Order
Organize	Overhaul	Oversee	Plan	Perfect	Preserve	Preside
Prioritize	Produce	Propose	Protect	Realize	Recommend	Recruit
Regulate	Reorganize	Replace	Review	Revitalize	Reward	Save
Set goals	Schedule	Streamline	Strengthen	Supervise	Terminate	Unify

Organizational

Approve	Arrange	Categorize	Classify	Code	Collaborate	Collect
Compile	Conserve	Consolidate	Correct	Diagram	Distribute	Enlist
Execute	Expedite	Extract	Generate	Identify	Implement	Incorporate
Inspect	Integrate	Join	Log	Maintain	Monitor	Obtain
Operate	Organize	Prepare	Prioritize	Process	Purchase	Record
Reshape	Reorganize	Respond	Retrieve	Revamp	Review	Revise
Schedule	Screen	Set up	Shape	Specialize	Specify	Streamline
Substitute	Standardize	Systematize	Tabulate	Target	Update	Validate

Research

Accumulate	Acquire	Amplify	Analyze	Calculate	Chart	Clarify
Collect	Compare	Conduct	Critique	Diagnose	Design	Detect
Determine	Discover	Disprove	Dissect	Evaluate	Examine	Experiment
Extract	Formulate	Gather	Hypothesize	Identify	Inspect	Interpret
Interview	Investigate	Locate	Modify	Organize	Process	Review
Research	Study	Summarize	Survey	Systematize	Test	Troubleshoot

Results

Achieve	Accelerate	Accomplish	Add	Advance	Attain	Augment
Award	Complete	Compound	Contribute	Decrease	Double	Effect
Eliminate	Enlarge	Establish	Exceed	Excel	Expand	Extend
Fortify	Improve	Increase	Initiate	Introduce	Launch	Lower costs
Map	Maximize	Measure	Obtain	Pioneer	Prove	Reduce
Re-establish	Resolve	Restore	Selected as	Solicit	Stabilize	Standardize
Succeed	Transform	Trim	Triple	Validate	Widen	Won

Teaching

Accept	Adapt	Advise	Analyze	Apply	Appraise	Appreciate
Assess	Assign	Attend	Categorize	Challenge	Choose	Clarify
Coach	Command	Communicate	Compliment	Conduct	Consider	Cooperate
Coordinate	Correct	Critique	Define	Demonstrate	Designate	Develop
Direct	Discipline	Educate	Elaborate	Elicit	Emphasize	Enable
Encourage	Evaluate	Excite	Explain	Explore	Facilitate	Focus
Generate	Guide	Head	Hypothesize	Identify	Implement	Incorporate
Indicate	Individualize	Infer	Inform	Initiate	Inquire	Instill
Instruct	Interact	Integrate	Investigate	Listen	Model	Modify
Motivate	Observe	Organize	Persuade	Ponder	Postulate	Praise
Provoke	Question	Reinforce	Rephrase	Research	Reward	Set Goals
Set Standards	Simplify	Solicit	Speculate	State	Stimulate	Structure
Synthesize	Systematize	Teach	Thank	Theorize	Train	Tutor

Technical

Activate	Adapt	Apply	Appraise	Assemble	Begin	Build
Calculate	Compute	Configure	Conserve	Consolidate	Construct	Contrive
Convert	Coordinate	Create	Define	Deliver	Design	Detect
Determine	Develop	Devise	Display	Engineer	Exhibit	Fabricate
Formulate	Fortify	Implement	Install	Integrate	Maintain	Navigate
Operate	Overhaul	Participate	Program	Reconfigure	Rehabilitate	Remodel
Repair	Rectify	Regulate	Resolve	Retrieve	Screen	Service
Solve	Streamline	Supply	Survey	Train	Troubleshoot	Upgrade