

ACTION WORD CATEGORIES

I. DATA

CONCEIVING

1. Composes
2. Creates
3. Designs
4. Devises
5. Discovers
6. Forecasts
7. Hypothesizes
8. Invents
9. Originates
10. Predicts
11. Solves
12. Synthesizes

DETERMINING

1. Budgets
2. Confirms
3. Decides
4. Defines
5. Deliberates
6. Determines
7. Develops
8. Elaborates
9. Formulates
10. Plans
11. Programs
12. Resolves
13. Schedules
14. Translates

EXECUTING

- A. Managing
 1. Administers
 2. Arranges
 3. Controls
 4. Coordinates
 5. Directs
 6. Implements
 7. Manages
 8. Organizes
 9. Regulates
 10. Systematizes
- B. Financing
 1. Allocates
 2. Allots
 3. Disburses
 4. Distributes
 5. Remits
 6. Supplies
- C. Concurring
 1. Adopts
 2. Approves
 3. Authorizes
 4. Certifies
 5. Nullifies
 6. Permits

7. Prevents
8. Rejects
9. Rescinds

CHANGING

1. Adapts
2. Alters
3. Corrects
4. Edits
5. Improves
6. Innovates
7. Modifies
8. Revises

ANALYZING

1. Accounts
2. Analyzes
3. Appraises
4. Assesses
5. Audits
6. Correlates
7. Detects
8. Evaluates
9. Examines
10. Experiments
11. Gauges
12. Identifies
13. Interprets
14. Investigates
15. Researches
16. Reviews
17. Scans
18. Scrutinizes
19. Studies
20. Tests

COMPILING/SUMMARIZING

1. Batches
2. Collates
3. Condenses
4. Consolidates
5. Compiles
6. Drafts
7. Inventories
8. Itemizes
9. Maps
10. Outlines
11. Stores
12. Summarizes
13. Tabulates
14. Writes

COLLECTING/ACQUIRING

1. Acquires
2. Collects
3. Imports
4. Interviews

5. Locates
6. Observes
7. Obtains
8. Orders
9. Procures
10. Purchases
11. Retrieves
12. Searches
13. Smells
14. Trades

COMPUTING

1. Balances
2. Calculates
3. Computes
4. Counts
5. Estimates
6. Measures
7. Quantifies
8. Scores
9. Totals
10. Weighs

CLASSIFYING

1. Categorizes
2. Classifies
3. Eliminates
4. Grades
5. Indexes
6. Ranks
7. Selects
8. Sorts

COMPARING

1. Checks
2. Compares
3. Inspects
4. Matches
5. Proofreads
6. Rates
7. Screens

RECORDKEEPING

1. Codes
2. Conveys
3. Copies
4. Duplicates
5. Enters
6. Files
7. Marks
8. Posts
9. Preserves
10. Records
11. Registers
12. Traces
13. Transcribes
14. Transfers
15. Updates

II. PEOPLE

MENTORING

1. Arbitrates
2. Judges
3. Reconciles

CONTENDING

1. Bargains
2. Debates
3. Defends
4. Justifies
5. Mediates
6. Negotiates

SUPERVISING

1. Appoints
2. Assigns
3. Delegates
4. Designates
5. Disciplines
6. Elects
7. Employs
8. Governs
9. Guides
10. Hires
11. Loads

TREATING

1. Diagnoses
2. Dispenses
3. Prescribes
4. Treats

INSTRUCTING

1. Demonstrates
2. Exercises
3. Explains
4. Illustrates
5. Teaches
6. Trains
7. Tutors

CONSULTING

1. Advises
2. Collaborates
3. Confers
4. Consults
5. Counsels
6. Proposes
7. Refers
8. Suggests

PERSUADING/ SUPPORTING

1. Advocates
2. Awards
3. Coaches
4. Encourages
5. Endorses

6. Enlists
7. Motivates
8. Persuades
9. Promotes
10. Represents
11. Rewards
12. Sells
13. Solicits

DIVERTING

1. Amuses
2. Entertains
3. Sings

EXCHANGING INFORMATION

1. Answers
2. Circulates
3. Corresponds
4. Describes
5. Discusses
6. Dispatches
7. Displays
8. Disseminates
9. Exchanges
10. Exhibits
11. Greets
12. Informs
13. Issues
14. Notifies
15. Presents
16. Questions
17. Relays
18. Releases
19. Reports
20. Sends
21. Submits
22. Testifies
23. Transacts
24. Transmits

ATTENDING

1. Escorts
2. Guards
3. Rescues
4. Serves
5. Ushers

III. THINGS

PRECISION OPERATING

1. Adjusts
2. Calibrates
3. Manipulates
4. Refines
5. Types

MANUFACTURING

1. Converts
2. Extracts
3. Fabricates
4. Generates
5. Produces

FIXING

1. Mends
2. Overhauls
3. Rebuilds
4. Repairs
5. Services

ASSEMBLING

1. Constructs
2. Destroys
3. Dismantles
4. Installs
5. Joins
6. Salvages

BASIC OPERATING

1. Drives
2. Feeds
3. Mixes
4. Monitors
5. Operates
6. Oversees
7. Starts
8. Stops
9. Tends
10. Turns

LABORING

1. Carries
2. Cleans
3. Climbs
4. Delivers
5. Digs
6. Dumps
7. Garners
8. Gathers
9. Hauls
10. Lifts
11. Loads
12. Moves
13. Opens
14. Packages
15. Picks up
16. Pulls
17. Pushes
18. Reaps
19. Seals
20. Stacks

The following words are valuable for identifying and defining the activities of a job. Through the use of concise terminology, it is possible to minimize ambiguity or misunderstanding relative to what is being done. It is not a complete list, however, and job description writers may find other verbs to be more suitable.

ACCOUNTS.	To furnish a justifying analysis or explanation.
ACQUIRES.	To come into possession of.
ADAPTS.	To suit or fit by modification.
ADJUSTS.	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.
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.
ANSWERS.	To speak or write in reply.
APPLIES.	To put to use for a purpose.
APPOINTS.	To name officially.
APPRAISES.	To give an expert judgment of worth or merit.
APPROVES.	To exercise final authority with regard to commitment of resources.
ARRANGES.	To prepare for an event; to put in proper order.
ASSEMBLES.	To collect or gather together in a predetermined order from various sources.
ASSIGNS.	To specify or designate tasks or duties to be performed by others.
AUDITS.	To exam offically with intent to verify.
AUTHORIZES.	To approve; to empower through vested authority.
BUDGETS.	To plan expenditures.
BUILDS.	To construct.
CALCULATES.	To make a mathematical computation.
CALLS.	To communicate with by telephone.
CARRIES.	To move something or someone from one place to another.
CHECKS.	To verify; to compare with a source.
CIRCULATES.	To pass from person to person or place to place.
CLIMBS.	To move progressively upward.
CODES.	To put into words or symbols used to represent words.
COLLABORATES.	To work jointly with others.
COLLECTS.	To gather.
COMPARES.	To examine for the purpose of discovering resemblances or differences.
COMPILES.	To put together information; to collect from other documents.
COMPOSES.	To create by artistic labor.
COMPUTES.	To determine or calculate mathematically.
CONDENSES.	To make more compact.
CONDUCTS.	To carry on.
CONFERS.	To compare views.
CONFIRMS.	To assure validity of.
CONSOLIDATES.	To bring together.
CONSTRUCTS.	To make or form by combining parts; to draw with suitable instruments and under specified conditions.

CONSULTS.	To seek advice of others; to give professional advice or services.
CONTROLS.	To measure, interpret, and evaluate actions for conformance with plans or desired results.
CONVERTS.	To alter the physical or chemical nature of something.
COORDINATES.	To regulate, adjust, or combine the actions of others to attain harmony.
COPIES.	To duplicate an original.
CORRECTS.	To alter or adjust to conform to a standard.
CORRELATES.	To establish a reciprocal relationship.
CORRESPONDS.	To communicate with in writing.
COUNSELS.	To advise.
CREATES.	To bring into existence; to produce through imaginative skill.
DECIDES.	To arrive at a solution.
DELEGATES.	To commission another to perform tasks or duties which may carry specific degrees of accountability and authority.
DELIVERS.	To convey; to send to an intended destination.
DEMONSTRATES.	To illustrate and explain, especially with examples.
DESCRIBES.	To give an account of in words.
DESIGNS.	To conceive, create, and execute according to plan.
DETERMINES.	To resolve; to fix conclusively or authoritatively.
DEVELOPS.	To disclose, discover, perfect, or unfold a plan or idea.
DEVICES.	To form in the mind by new combinations or applications of ideas or principles; to invent.
DIRECTS.	To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.
DISCIPLINES.	To penalize individuals or groups whose behavior is contrary to established rules and regulations.
DISCUSSES.	To exchange views for the purpose of arriving at a conclusion.
DISPLAYS.	To show; to spread before the view.
DISPOSES.	To sell or get rid of.
DISSEMINATES.	To spread or disperse information or ideas.
DISTRIBUTES.	To deliver to proper destination.
DRAFTS.	To prepare papers or documents in preliminary form.
DRIVES.	To start, stop, and control the action of machines.
ELECTS.	To choose or select carefully.
ELIMINATES.	To get rid of; to set aside as unimportant.
ENCOURAGES.	To inspire with spirit, hope.
ENDORSES.	To support or recommend.
ENLISTS.	To secure the support and aid of.
ESTIMATES.	To forecast future requirements.
EVALUATES.	To determine or fix the value of.
EXAMINES.	To inspect closely.
EXCHANGES.	To give or take one thing in return for another.
EXTRACTS.	To withdraw; to separate; to determine by calculation.
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.
FORMULATES.	To develop or devise.
GATHERS.	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 of authority over.
HIRES.	To engage the service of for a set sum.
IDENTIFIES.	To establish the identity of.
IMPLEMENTS.	To carry out; to execute a plan or program.
IMPORTS.	To bring from a foreign or external source.
IMPROVES.	To make something better.
INFORMS.	To make known.
INNOVATES.	To exercise creativity in introducing something new or in making changes.
INSPECTS.	To examine or determine; to critically analyze for suitability.
INSTALLS.	To establish in an indicated place, condition, or status; to set up for use in service.
INSTRUCTS.	To teach.
INTERPRETS.	To give the meaning of; to explain to others.
INTERVIEWS.	To obtain facts or opinions through inquiry or examination or various sources.
INVENTS.	To think up or imagine; to create.
INVENTORIES.	To catalog or to count and list.
INVESTIGATES.	To observe or study by close examination and systematic inquiry.
ISSUES.	To put forth or to distribute officially.
JOINS.	To put or bring together.
JUSTIFIES.	To prove or show to be right or reasonable.
LEADS.	To guide or direct on a course or in the direction of; to direct the operations of.
LIFTS.	To use effort to overcome the resistance of weight.
LISTS.	To enumerate.
LOADS.	To place in or on a means of conveyance.
MANAGES.	To handle or control in action or use; to have charge of or responsibility for.
MANIPULATES.	To move, guide, or place objects or materials.
MAPS.	To make a survey of for the purpose of representing.
MEDIATES.	To interpose with parties to reconcile them; to reconcile differences.
MIXES.	To combine particles, parts, or elements.
MODIFIES.	To limit or restrict the meaning of; to make minor changes in.
MONITORS.	To watch, observe, or check for a specific purpose.
MOVES.	To go from one point to another; to begin operating or functioning or working in a usual way.
NEGOTIATES.	To confer with others with a view to reaching agreement.
NEUTRALIZES.	To destroy the effectiveness of; to nullify.
NOTIFIES.	To make known.
NULLIFIES.	To make of no value or consequence; to cancel out.
OBSERVES.	To obtain data through visual inspection.
OBTAINS.	To acquire or gain possession of.
OPERATES.	To start, stop, control, and adjust machinery or equipment.
ORGANIZES.	To take steps to set up an office's functions.
ORIGINATES.	To begin; to initiate; to introduce.
PERMITS.	To consent to; to authorize.
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.
PLANS.	To devise or project the realization or achievement of a course of action.
PREDICTS.	To foretell on the basis of observation, experience, or scientific reason.
PRESENTS.	To introduce; to lay as a charge before the court; to offer to view.
PRESERVES.	To keep safe, protect; to keep free from decay; to maintain or keep.
PREVENTS.	To stop something from occurring; to take advance measures against.
PROCURES.	To obtain possession of.
PRODUCES.	To grow; to make, bear, or yield something; to offer to view or notice.
PROGRAMS.	To arrange or work out a sequence of operations to be performed.
PROJECTS.	To throw forward; 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.
PULLS.	To cause to move in the direction determined by the object exerting the force.
PURCHASES.	To buy or procure by committing organizational funds.
PUSHES.	To use force upon an object to move it ahead or aside.
QUESTIONS.	To interrogate; to doubt; to dispute; to inquire.
RECOMMENDS.	To advise or counsel a course of action.
RECONCILES.	To adjust; to restore to harmony; to make congruous.
RECONSTRUCTS.	To rebuild; to reorganize or reestablish.
RECORDS.	To register; to set down in writing.
REDUCES.	To narrow down; to diminish in size or amount; to lower in grade or rank.
REFERS.	To send or direct for aide, treatment, information, or decision; to direct attention.
REFINES.	To improve or perfect; to free from impurities.
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.
REMITTS.	To send money in payment of.
REMOVES.	To change the location, station or residence of; to dismiss from office.
REPAIRS.	To put into good or fitting order something that is injured, damaged, or defective.
RECINDS.	To make void; to repeal; to abrogate a contract by restoring preexisting conditions.
RESEARCHES.	To inquire specifically, using involved and critical investigations.
RESPONDS.	To make an answer.
RESTRICTS.	To confine within bounds; to restrain.
RETAINS.	To keep in an existent state.
RETRIEVES.	To regain; to rescue.
REVIEWS.	To consider; to reexamine.
REVISES.	To rework in order to correct or improve; to make a new, improved, or up-to-date version.

SALVAGES.	To rescue or save (as from wreckage or ruin).
SCHEDULES.	To plan a timetable; to fix time.
SELLS.	To give up property to another for money or other valuable consideration.
SIGNS.	To formally approve a document by affixing a signature.
SIMPLIFIES.	To clarify; to reduce to basic essentials.
SOLVES.	To find a solution for.
SPENDS.	To use up or pay out.
STUDIES.	To contemplate; to carefully examine or investigate.
SUBMITS.	To yield or present for the discretion or judgment of others.
SUGGESTS.	To offer for adoption.
SURVEYS.	To examine as to condition, situation, or value.
SYNTHESIZES.	To compose or combine parts or elements in order to form a whole.
SYSTEMATIZES.	To arrange methodically.
TABULATES.	To put in table form; to set up in columns, rows.
TENDERS.	To present for acceptance.
TESTS.	To put to proof; to examine, observe, or evaluate critically.
TOTALS.	To add up; to compute.
TRADES.	To give in exchange for another commodity.
TRAINS.	To teach, demonstrate, or guide others in order to bring up to a predetermined standard.
TRANSACTS.	To carry on or handle in accordance with a prescribed procedure.
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.
URNS.	To make rotate or revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting).
UPDATES.	To bring current.
UTILIZES.	To make use of.
VERIFIES.	To confirm or establish authenticity; to substantiate.
WEIGHS.	To ascertain the heaviness of.
WRITES.	To set down letters, words, sentences, or figures on paper or other suitable material.