

Examples of Action Verbs

A

Accepts
Accomplishes
Achieves
Acts
Adapts
Addresses
Adheres
Adjusts
Administers
Advises
Analyzes
Anticipates
Applies
Approves
Arranges
Assembles
Assesses
Assigns
Assists
Attains
Attends
Audits
Authorizes

B

Broadens
Builds

C

Calculates
Checks
Clarifies
Collects
Communicates
Compiles
Composes
Concentrates
Conducts
Consults
Contributes
Controls
Conveys
Coordinates
Creates

D

Defines
Delegates
Delivers
Demonstrates
Designates
Designs
Determines
Develops
Directs

E

Edits
Elicits
Emphasizes
Employs
Enables
Encompasses
Encourages
Enforces
Enhances
Ensures
Envisions
Establishes
Estimates
Evaluates
Examines
Executes
Exercises
Expands
Explores
Expresses
Extracts

F

Facilitates
Focuses
Follows-up
Foresees
Furnishes

G

Generates
Gives
Guides

H

Handles
Helps

I

Identifies
Implements
Informs
Installs
Instructs
Integrates
Interacts
Interviews
Introduces
Investigates
Issues

J

Judges

K

Keeps

L

Launches
Leads
Lectures

M

Maintains
Makes
Manages
Markets
Maximizes
Mediates
Meets
Minimizes
Monitors
Motivates

N

Necessitates
Negotiates
Notifies

O

Observes
Obtains
Operates
Optimizes
Orchestrates
Orders
Organizes
Overcomes
Oversees

P

Participates
Performs
Plans
Possesses
Prepares
Presents
Prevents
Prioritizes
Processes
Procures
Produces
Programs
Promotes
Proposes
Provides

R

Receives

Recognizes
Recommends
Reconciles
Records
Recruits
Regulates
Reinforces
Relates
Releases
Reports
Requires
Researches
Resolves
Responds
Restores
Retains
Reviews
Revises

S

Schedules
Seeks
Solves
Sorts
Specifies
Submits
Suggests
Supervises
Supports

T

Takes
Tolerates
Trains
Transacts
Transcribes
Translates

U

Uncovers
Understands
Undertakes
Unifies
Uses
Utilizes

V

Verifies
Vitalizes

W

Weighs
Widens
Works
Writes