

# ACTION VERBS BY CATEGORY

## MANAGEMENT ACTION VERBS

Administer	Contract	Head	Recruit
Appoint	Decide	Hire	Regulate
Approve	Delegate	Leverage	Review
Assign	Direct	Manage	Reward
Assume	Dispatch	Monitor	Save
Award	Dispense	Orchestrate	Supervise
Chair	Employ	Oversee	Terminate
Choose	Handle	Recommend	Withdraw

## FINANCIAL ACTION VERBS

Account	Budget	Monitor
Adjust	Calculate	Procure
Allocate	Compute	Project
Acquire	Control	Purchase
Appraise	Estimate	Reconcile
Audit	Finance	Save
Balance	Forecast	Transfer
Buy	Formulate	

## RESULTS ACTION VERBS

Achieve	Decrease	Implement	Reduce
Accelerate	Double	Improve	Resolve
Accept	Eliminate	Integrate	Restore
Accomplish	Enable	Initiate	Select
Advance	Enlarge	Launch	Simplify
Affect	Establish	Maintain	Stabilize
Attain	Exceed	Maximize	Standardize
Augment	Excel	Obtain	Streamline
Broaden	Execute	Overhaul	Trim
Complete	Expedite	Perfect	Update
Compound	Expand	Pioneer	Upgrade
Contribute	Extend	Preserve	Widen
Convert	Fortify	Realize	Win

## ORGANIZATIONAL ACTION VERBS

Arrange	Integrate	Replace
Catalogue	Join	Retrieve
Chart	List	Schedule
Classify	Log	Screen
Compile	Map	Specialize
Conserve	Modify	Specify
Consolidate	Organize	Stretch
Cut	Plan	Structure
Designate	Prepare	Substitute
Devote	Prioritize	Systemize
Diagram	Record	Tabulate
Distribute	Reorganize	Target
Incorporate		

## COMMUNICATION ACTION VERBS

Address	Edit	Market	Refer
Brief	Express	Mediate	Report
Communicate	Formulate	Meet	Revise
Consult	Influence	Negotiate	Speak
Contact	Inform	Network	Suggest
Convince	Interact	Persuade	Summarize
Correspond	Interpret	Present	Talk
Describe	Interview	Promote	Translate
Document	Lecture	Publish	Write
Draft			

## HELPING/COOPERATION ACTION VERBS

Advise	Empathize	Predict
Advocate	Encourage	Prescribe
Aid	Enlist	Protect
Anticipate	Ensure	Provide
Assist	Facilitate	Rectify
Collaborate	Familiarize	Rehabilitate
Cooperate	Foster	Represent
Coordinate	Guide	Serve
Consult	Harmonize	Sympathize
Counsel	Moderate	

## TEACHING ACTION VERBS

Apply	Demonstrate	Indicate	Praise
Appraise	Discipline	Infer	Provoke
Assess	Doubt	Instruct	Reinforce
Attend	Educate	Introduce	State
Calm	Elaborate	Judge	Stimulate
Challenge	Elicit	Listen	Teach
Clarify	Emphasize	Model	Tell
Coach	Excite	Motivate	Thank
Compliment	Explain	Observe	Train
Consider	Explore	Orient	Tutor
Define	Focus		

## CREATIVE ACTION VERBS

Act	Entertain	Invent
Adapt	Establish	Originate
Author	Exhibit	Perform
Compose	Explore	Pilot
Conceive	Fashion	Remodel
Conduct	Forge	Renovate
Create	Generate	Revitalize
Design	Illustrate	Shape
Develop	Imagine	Stimulate
Devise	Improvise	Transform
Display	Institute	Visualize

## RESEARCH ACTION VERBS

Amplify	Critique	Interpret	Study
Analyze	Determine	Investigate	Summarize
Collect	Disprove	Locate	Survey
Compare	Evaluate	Measure	Test
Conduct	Examine	Process	Validate
Identify	Inspect	Research	

## TECHNICAL ACTION VERBS

Activate	Engineer	Program
Assemble	Fabricate	Repair
Build	Install	Retool
Construct	Navigate	Sell
Contrive	Operate	Solicit
Deliver	Participate	Supply