

# ACTION VERBS



Fundraising	Research & Development	Program Development	Marketing	Public Relations
Research Analyze Strategize Program Develop Contact Inquire Inform Motivate Direct Persuade Monitor Coordinate	Identify Evaluate Review Assess Compare Analyze Determine Critique Explain Prepare Recommend Conclude	Analyze Design Construct Develop Prepare Strategize Coordinate Formulate Recommend Persuade implement Monitor	Review Assess Survey Analyze Quantify Identify Develop Announce Promote Advertise Advance Boost Improve	Assess Prepare Coordinate Present Negotiate Publicize Strengthen Promote Handle Participate Facilitate Troubleshoot
Human Resources	Information	Administration	Accounting	Finance
Assess Analyze Recruit Survey Screen Interview Select Train Mediate Appraise Coordinate Align	Appraise Analyze Inventory Structure Design Categorize Document Process Manage Program Link Coordinate Organize	Monitor Track Assess Coordinate Organize Requisition Access Receive Process Serve Furnish	Record Assess Audit Prepare Maintain Forecast Calculate Estimate Figure Appraise Examine Measure Verify	Analyze Invest Budget Inventory Valuate Appraise Construct Develop Acquire Deploy Manage Project
Management/Supervision	Service/Hospitality	Leadership	Analysis	Design
Coordinate Facilitate Plan Schedule Delegate Mediate Evaluate Strategize Develop Listen Consult Monitor	Serve Assist Troubleshoot Present Maintain Help Coordinate Prepare Create Welcome Enhance Anticipate	Create Lead Encourage Manage Organize Compare Inspire Represent Govern Direct Advise	Assess Observe Review Dissect Interpret Discern Conceptualize Discover Infer Illuminate Clarify Quantify Qualify Conclude	Organize Explore Formulate Sketch Draw Draft Layout Create Plan Style Pattern Build Display

<b>Persuading</b>	<b>Writing</b>	<b>Editing</b>	<b>Technical</b>	<b>Mechanical</b>
Present Articulate Clarify Challenge Negotiate Inquire Reason Influence Convince Arbitrate Mediate Reconcile	Conceive Construct Craft Integrate Interpret Capture Abstract Express Inform Summarize Conclude	Read Review Analyze Check Compare Comment Correct Rewrite Revise Rework Amend Improve	Conceptualize Design Troubleshoot Inspect Locate Edit Link Analyze Implement Construct Modify Operate	Analyze Design Construct Craft Troubleshoot Create Engineer Repair Manipulate Align Coordinate Balance
<b>Craft/Artisan</b>	<b>Consulting</b>	<b>Selling</b>	<b>Investigating</b>	<b>Innovating</b>
Design Create Build Sculpt Entertain Perform Draw Render Illustrate Compose Construct Conceive Choreograph	Troubleshoot Problem solve Assess Assist Arrange Guide Counsel Survey Serve Contribute Initiate Investigate Advise	Inform Educate Persuade Provide Assist Serve Trade Vend Handle Present Sell Convince	Pursue Interrogate Question Analyze Intuit Seek Search Probe Examine Explore	Create Modify Change Upgrade Improve Design Activate Restructure Establish Stimulate Implement Transform
<b>Teaching</b>	<b>Organizing/Logistics</b>	<b>Counseling/Healing</b>	<b>Language</b>	<b>Performing</b>
Educate Tutor Stimulate Inform Instruct Facilitate Awaken Explore Advise Counsel Motivate Train	Classify Organize Assist Maintain Liaison Support Arrange Systematize Schedule Coordinate	Listen Sense Intuit Assess Analyze Assist Align Coordinate Understand Inform Facilitate Help	Translate Interpret Lecture Converse Negotiate Compare Understand Comprehend Proficiency Fluency Teach Tutor	Create Present Play Interpret Act Sing Dance Perform Model Read Entertain Inspire Amuse