

Glossary of Action Verbs

ADJUST - Bring to more satisfactory state; change to enhance a situation.

ADMINISTER - Exercise and implement control over the performance of specific operations, approved plans, or established policies within the scope of limited and well-defined authority.

ADVISE -Give information or opinion pertinent to a probable course of action.

ANALYZE -Study the factors of a problem to determine a proper solution.

ARRANGE - Put into suitable order or sequence; to make preparations or plan.

ASSIST -Take an active part or give support in performing a function.

BALANCE -Arrange so that one set of elements exactly equals another.

CALCULATE - Work out by mathematical computation.

CHECK -Compare with a source, original, or authority.

COMPILE -Put together a series or group of facts or figures from somewhat related sources into a related whole; usually used in the sense of making a report.

COMPOSE -Form by putting together; formulate or write.

CONDUCT -Exercise leadership in a project or study.

COORDINATE - Combine (through balancing, tuning, or integrating) the efforts of separate groups to accomplish a specific objective; coordination can be exercised without line authority.

COUNSEL -Give advice and guidance to another.

DEMONSTRATE - To show clearly; illustrate or explain with many examples.

DEVELOP - Advance programs, planning or personnel capabilities to higher state.

DIRECT - Authoritatively define, regulate, or determine the activities of subordinate organizational units to achieve predetermined objectives.

DISTRIBUTE - Give out; divide among several.

EXECUTE -Put into effect according to a plan (See "Administer").

FILE -Arrange in order for preservation or reference; place among official records.

GATHER -Come or bring together into a group mass or unit.

INITIATE -Start, begin, or introduce a program or action.

INSTALL -Set up for use or service.

LIST -Place in a specified category; register.

MAINTAIN -Keep in an existing state; to continue or preserve; keep in a state of efficiency or validity.

MANAGE -Plan, organize, and control to achieve coordinated objectives by leading and directing subordinates without giving detailed supervision.

MONITOR - Watch, observe, or check for a special purpose; keep track.

NEGOTIATE - Reach agreement on specific proposals through discussion with others of a different viewpoint.

OBTAIN - Gain or attain by planned action or effort.

OPERATE - Perform a function.

ORGANIZE - Set up plans and procedures for achieving objectives.

PARTICIPATE - Take part in and share responsibility with others for action but without individual authority to take action.

PERFORM -Carry out; accomplish; to do in a formal manner or according to a prescribed method.

PLAN -Devise or determine a course of action to achieve a desired result.

PROVIDE -Furnish necessary information or services.

POST -Transfer an entry or item from one record to another

PREPARE -Make ready for further action or purpose.

PROCESS -Perform a series of actions or operations leading to an end.

PROVE -Determine extent of agreement or disagreement with intended relation between results.

RECOMMEND - Offer for acceptance and support a course of action to persons responsible for approval or authorization.

RECORD -Register, make a record of.

REPAIR -Restore by replacing a part or putting together what is torn or broken; to fix.

REPORT -Give an account of; make a written record or summary.

RESEARCH - Careful or diligent search; investigate or experiment with the aim of discovery and interpretation of facts.

REVIEW -Critically examine (completed work, reports, performance) with a view to amendment or improvement.

SCHEDULE - Plan a timetable; to set, appoint, or designate for a fixed time.

SORT -Put in a certain place or rank according to kind, class or nature.

SUPERVISE - Oversee or watch with authority work, proceedings, or progress; control employment status, including hiring, salary adjustment, promotion, and termination; implies day-to-day concern with details of operation.

TABULATE - Arrange figures or items in rows and columns; computing by means of a table.

TRANSCRIBE - Make a written copy; dictated or recorded information in longhand or on a typewriter; transfer from one recording form to another.

VERIFY - Determine the accuracy of one thing or figure in relation to other things or figures known to be accurate.