

# ACTION VERBS

accelerated	collaborated	encouraged	inspired	planned	sent
accommodated	collected	enlisted	instructed	prepared	served
accomplished	combined	ensured	interpreted	presented	set
accounted for	compiled	entered	interviewed	processed	shipped
achieved	completed	established	invented	procured	showed
acquainted	computed	estimated	inventoried	produced	sold
acquired	condensed	evaluated	invested	profited	solved
adapted	conducted	examined	investigated	programmed	sought
added	conferred	executed		projected	specified
adjusted	consolidated	expanded	joined	promoted	spoke
administered	constructed	expedited	judged	proofed	sponsored
advertised	consulted	explained		proposal	stabilized
advised	controlled	explored	keyed	proved	started
advocated	converted	extended		provided	stopped
aided	convinced		laminated	publicized	straightened
altered	coordinated	facilitated	launched	published	streamlined
analyzed	copied	familiarized	lectured	purchased	strengthened
anticipated	corrected	filed	lead		studied
applied	counseled	forecast	learned	qualified	submitted
appraised	counted	foresaw	led		suggested
approved	created	formulated	liaisoned	rated	summarized
arbitrated	critiqued	fostered	logged	recommended	supervised
arranged		found		received	supplemented
assembled	debated	founded	maintained	recognized	surpassed
assessed	decided		managed	recorded	
assisted	defined	gained	marketed	recruited	taught
assumed	delegated	gathered	maximized	reduced	terminated
attached	delivered	generated	measured	referred	tested
attained	demonstrated	governed	medicated	regulated	trained
attended	designed	graded	merged	reorganized	transferred
augmented	detached	greeted	modified	repaired	
authored	determined	grouped	monitored	replaced	unified
	developed	guaranteed	motivated	reported	upgraded
	devised			represented	updated
balanced	directed	handled	negotiated	researched	utilized
bolstered	disclosed	heightened	notified	resolved	
briefed	discovered	helped		restored	worked
budgeted	dispatched	highlighted	observed	restructured	
built	displayed		obtained	resulted in	
	distributed	identified	opened	returned	
calculated	drafted	illustrated	operated	revealed	
catalogued	dramatized	implemented	orchestrated	reviewed	
caused		improved	ordered	revised	
chaired	earned	incorporated	organized		
changed	edited	increased		saved	
charted	educated	informed	participated	scheduled	
checked	elected	initiated	perceived	screened	
circulated	eliminated	innovated	performed	scrutinized	
classified	employed	inspected	persuaded	selected	
cleared up					