

# **ACTION VERB LIST**

accelerate	collaborate	encourage	instruct	process	shape
accomplish	collect	enforce	insure	prioritize	simplify
achieve	combine	engineer	install	procure	solve
acquire	communicate	enhance	instill	produce	specify
activate	compile	enlarge	institute	program	stage
adapt	compose	establish	interface	promote	standardize
address	compute	estimate	interpret	propose	stimulate
administer	conceive	evaluate	interview	prove	streamline
advise	conceptualize	examine	introduce	provide	strengthen
affect	conclude	exceed	invent	publicize	structure
allocate	condense	execute	investigate	publish	study
amend	conduct	expand	isolate	purchase	suggest
amplify	consolidate	expedite	issue	react	summarize
analyze	construct	explain	launch	recommend	supersede
anticipate	contact	expose	lead	reconcile	supervise
apply	contribute	extend	lighten	record	supply
appoint	contrive	extract	liquidate	recruit	support
appraise	control	facilitate	localize	rectify	surpass
approve	convert	forecast	locate	redesign	survey
arbitrate	coordinate	form	maintain	reduce	systematize
arrange	cooperate	formalize	manage	refine	teach
assemble	correct	formulate	market	regain	terminate
assess	counsel	fortify	master	regulate	test
assist	create	find	minimize	reinforce	tighten
assume	cultivate	frame	moderate	relate	trace
attain	decentralize	fulfill	modernize	re-negotiate	trade
attract	decrease	gain	modify	reorganize	train
audit	define	gather	monitor	replace	translate
augment	delegate	generate	motivate	report	utilize
author	demonstrate	govern	negotiate	represent	write
authorize	design	greet	nurture	research	
automate	determine	guide	obtain	resolve	
avail	develop	handle	offer	restore	
award	devise	hire	operate	restructure	
balance	devote	identify	organize	retrieve	
broaden	diagram	illuminate	orient	revamp	
budget	direct	implement	originate	review	
build	discover	improve	overhaul	revise	
buy	distribute	improvise	perceive	revitalize	
calculate	document	inaugurate	perform	salvage	
capture	double	increase	pinpoint	save	
centralize	draft	incur	pioneer	schedule	
challenge	earn	influence	plan	segment	
change	edit	inform	prepare	select	
chart	effect	initiate	present	sell	
clarify	elect	innovate	preserve	serve	
close	eliminate	inspect	preside	service	
co-author	employ	inspire	prevent	settle	