

**ACTION /SKILLS
VERBS**

Act
Activate
Adapt
Address
Administer
Advertise
Advocate
Allocate
Analyze
Anticipate
Appraise
Approve
Arrange
Assemble
Assess
Assign

Balance
Bargain
Budget
Build

Calculate
Cater
Change
Clarify
Classify
Collaborate
Compare
Compile
Complete
Compose
Compute
Conceive
Conduct
Consult
Contract
Contribute
Control
Cooperate
Coordinate
Copy
Counsel
Count
Create
Critique

Debate
Decide
Decorate
Define
Delegate
Deliver
Demonstrate

Design
Detail
Detect
Develop
Diagnose
Direct
Discover
Discuss
Dissect
Distribute
Draft
Draw

Edit
Educate
Effect
Eliminate
Encourage
Enforce
Enlist
Establish
Evaluate
Examine
Exercise
Expand
Expedite
Experiment
Express

Facilitate
File
Fix
Forecast
Found

Gather
Generate
Graph
Guide

Help

Identify
Implement
Improve
Increase
Influence
Initiate
Innovate
Inspire
Install
Interpret
Invent
Judge

Launch
Lead
Learn

Lecture
Listen
Lobby

Maintain
Manage
Manipulate
Map
Mediate
Memorize
Modify
Motivate
Navigate
Negotiate

Observe
Operate
Order
Organize
Originate

Participate
Perceive
Perform
Persevere
Persuade
Pinpoint
Plan
Prepare
Process
Program
Promote
Proofread
Propose
Provide
Publicize
Publish
Purchase

Raise
React
Reason
Recommend
Reconcile
Record
Recruit
Reduce
Reflect
Reinforce
Relate

Remember
Reorganize
Repair
Report
Reproduce
Research
Restore

Revamp
Review
Revise

Scan
Schedule
Screen
Sell
Serve
Service
Shape
Signify
Simplify
Solve
Speak
Stage
Stimulate
Streamline
Structure
Study
Style
Summarize
Supervise
Support
Survey
Symbolize
Systematize

Tabulate
Talk
Teach
Tend
Terminate
Think
Translate
Travel
Troubleshoot
Type

Understand
Update

Validate
Visualize

Work
Write