

Action Word Common Usage Definition

Accepts	To receive as true; to regard as proper, normal, inevitable
Accounts	To give a report on; to furnish a justifying analysis or explanation
Accumulates	To collect; to gather
Achieves	To bring to a successful completion
Acknowledges	To report the receipt of
Acquires	To come into possession of
Acts	To perform a specified function
Activates	To mobilize; to set into motion
Adapts	To suit or fit by modification
Adjusts	To bring to a more satisfactory state; to bring the parts of something to a true or more effective position
Administers	To manage or direct the execution of affairs
Adopts	To take up and practice as one's own
Advises	To recommend a course of action; to offer an informed opinion based on specialized knowledge
Advocates	To recommend or speak in favor of
Affirms	To assert positively
Aligns	To arrange as a share
Allots	To assign as a share
Alters	To make different without changing into something else
Amends	To change or modify for the better
Analyzes	To separate into elements and critically examine
Answers	To speak or write in reply
Anticipates	To foresee and deal with in advance
Applies	To put to use for a purpose; to employ diligently or with close attention

Appoints	To name officially
Appraises	To give an expert judgment of worth or merit
Approves	To accept as satisfactory; to exercise final authority with regard to commitment of resources
Arranges	To prepare for an event; to put in proper order
Ascertains	To find out or discover through examination. To find out or learn for certainty
Assembles	To collect or gather together in a predetermined order from various sources
Assesses	To determine value of; to evaluate
Assigns	To specify or designate tasks or duties to be performed by others
Assumes	To undertake; to take for granted
Assures	To give confidence; to make certain of
Attaches	To connect; to bind or affix to
Attains	To come into possession of; to arrive at
Attends	To be present
Audits	To examine officially with intent to verify
Awards	To confer or bestow
Balances	To compute the difference between debits and credits of an account; to reconcile accounts
Batches	To assemble into a group for one operation
Budgets	To plan expenditures
Builds	To construct
Calculates	To make a mathematical computation
Calls	To communicate with by telephone; to summon; to announce
Cancels	To mark out; invalidate. (Printing - to delete)
Certifies	To confirm as accurate or true
Charts	To draw or plot data (as on a graph). To make a detailed plan

Checks	To verify; to compare with a source
Circulates	To pass from person to person or place to place
Clarifies	To make easier to understand; to explain
Classifies	To arrange or organize according to systematic groups, classes, or categories
Clears	To gain approval of others; to free from obstruction; to authorize; to get rid of
Closes	To bring to a conclusion; to bar passage; to shut; to suspend or to stop operations
Codes	To use symbols (letters or numbers) to represent words
Collaborates	To work jointly with; to cooperate with others
Collates	To organize or assemble in a predetermined sequence
Collects	To gather
Communicates	To impart a verbal or written message; to transmit information
Compares	To examine for the purpose of discovering resemblances or differences
Compiles	To put together information; to collect from other documents
Completes	To finish; to fully carry out
Complies	To act in accordance with rules, requests
Composes	To make by putting parts together; to create; to write (an original letter, report, instructions)
Computes	To determine or calculate mathematically
Concurs	To agree with a position, statement, action, or opinion
Condenses	To make more compact
Conducts	To carry on; to direct the execution of
Confers	To compare views; to consult
Confirms	To give approval to; to assure the validity of
Consolidates	To bring together
Constructs	To make or form by combining parts; to draw with suitable instruments and under specified conditions

Consults	To seek advice of others; to give professional advice or services
Contacts	To communicate with
Contributes	To supply or give something; to submit for publication
Controls	To measure, interpret and evaluate actions for conformance with plans and desired results
Converts	To alter the physical or chemical nature of something; to alter for more effective utilization
Conveys	To move from one place to another; to transport; to communicate
Convinces	To persuade; to cause others to believe something; using evidence and/or arguments
Coordinates	To regulate; adjust or combine the actions of others to attain harmony
Copies	To duplicate an original
Corrects	To make or set right; to alter or adjust to conform to a standard
Correlates	To establish or demonstrate a casual, complimentary, parallel or reciprocal relation
Corresponds	To communicate with
Counsels	To advise; to consult with
Creates	To bring into existence; to produce through imaginative skill
Debugs	To detect, locate and remove mistakes from a routine of malfunctions from a computer
Decides	To arrive at a solution; to bring to a definitive end
Delegates	To commission another to perform tasks or duties which may carry specific degree of accountability and authority
Deletes	To remove or strike out
Demonstrates	To illustrate and explain, especially with examples
Describes	To represent by a figure, model or a picture; to trace the outline of; to give an account of in words
Designs	To conceive, create and execute according to plan
Determines	To resolve; to fix conclusively or authoritatively

Develops	To disclose, discover, perfect or unfold a plan or idea
Devises	To form in the mind by new combinations or applications of ideas or principles; to invent
Dictates	To read or speak information to be recorded or written by another
Directs	To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards
Disciplines	To penalize individuals or groups whose behavior is contrary to established rules/regulations
Discusses	To exchange views for the purpose of arriving at a conclusion
Dispatches	To send off, or forward, to known destinations or on specific business
Displays	To show; to spread before the view
Disposes	To sell or get rid of
Disseminates	To spread or disperse information or ideas
Distributes	To deliver to proper destination
Diverts	To turn from one course to another
Drafts	To prepare papers or documents in preliminary form
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Draws	To compose or write up, following a procedure or form (as in a contract). To pull or move something
Edits	To revise and prepare material for publication or display
Elaborates	To work out in detail; to give details
Elects	To choose or select carefully
Eliminates	To get rid of; to set aside as unimportant
Employs	To make use of; to use or engage the services of; to provide with a job that pays wages or a salary
Encourages	To inspire with spirit, hope; to give help or patronage to
Endorses	To support or recommend

Engages	To interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of
Enlists	To engage for duty; to secure the support of and aid of
Ensures	To make sure, certain or safe; to guarantee
Establishes	To bring into existence
Estimates	To forecast future requirements
Estimates	To forecast future requirements
Evaluates	To determine or fix the value of
Examines	To inspect closely
Exchanges	To give or take one thing in return for another
Excludes	To shut out; to bar from participation, consideration or inclusion
Executes	To put into effect; to carry out
Exercises	To exert influence; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop
Expedites	To accelerate the process or progress of
Extends	To total columns (Bookkeeping term)
Extracts	To draw forth; to withdraw; to separate; to determine by calculation
Facilitate	To make easier
Feeds	To move into a machine or opening in order to be used or processed; to furnish with something essential for growth, sustenance, maintenance or operation
Files	To arrange in a methodical manner; to rub smooth or cut away with a tool
Finalizes	To put in finished form
Finds	o encounter; to come upon by searching or effort
Follows up	To pursue closely in order to check progress
Forecasts	To predict; to estimate in advance
Formulates	To develop or devise
Fosters	To promote the growth or development of

Functions	To act or operate as; to serve
Gathers	To collect; to harvest; to accumulate and place in order
Generates	To bring into existence; to originate by a vital or chemical process
Governs	To exercise continuous sovereign authority over; to control and direct the making and administration of authority over; to hold in check; to have decisive influence
Guarantees	To secure; to answer for the debt
Guides	To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of
Helps	To be of use to; to relieve; to remedy; to serve
Hires	To engage the service of
Identifies	To establish the identity of; to associate with some interest
Implements	To carry out; to execute a plan or program
Imports	To bring from a foreign or external source
Improves	To make something better
Indicates	To show, demonstrate with precision
Informs	To communicate information to
Initiates	To start; to introduce; to originate
Innovates	To exercise creativity in introducing something new or in making changes
Inserts	To put (something) into, between or among other materials
Inspects	To examine or determine; to critically analyze for suitability
Installs	To place in office; to establish in an indicated place, condition or status; to set up for use in office
Institutes	To establish in a position or office; to originate
Instructs	To teach; to coach; to communicate knowledge; to direct or order
Integrates	To unify; to make whole by putting all parts or elements together
Interprets	To give the meaning of; to explain to others

Interviews	To obtain facts or opinions through inquiry or examination or various sources
Invents	To think up or imagine; to create
Inventories	To catalog or to count and list
Investigates	To observe or study by close examination and systematic inquiry
Issues	To put forth or to distribute officially
Itemizes	To list; to write down in detail
Joins	To put or bring together
Justifies	To prove or show to be right or reasonable; also, to align words such that both left and right hand margins are in line (typing term)
Keeps	To maintain; to hold or retain
Leads	To guide or direct on a course or in the direction of; to channel; to direct the operation of
Lends	To give for temporary use on condition that the same or equivalent be returned
Lets	To allow; to rent or lease; to assign, especially after bids
Lists	To enumerate; to enter into a catalog
Loads	To place in or on a means of conveyance; to increase the weight of by adding something heavy
Locates	To find, determine or specify by means of searching, examining or experimenting
Looks up	To search for and find
Maintains	To continue; to carry on; or keep in an existing state
Makes	To cause to happen to; to cause to exist; to occur or appear; to bring into being by forming, shaping, or altering material
Manages	To plan, organize, direct, control and evaluate the operation of; to handle, control; to alter by manipulation; to succeed in accomplishing
Maps	To make a survey of for the purpose of representing; to plan in detail
Markets	To expose for sale; to sell
Matches	To set in competition with; to provide with a worthy competitor; to cause to correspond

Mediates	To interpose with parties to reconcile them; to reconcile differences
Merges	To combine items from two or more similarly ordered sets into one set that is arranged in the same order
Models	To teach by personal example; to instruct by demonstration
Modifies	To make less extreme; to limit or restrict the meaning of; to make minor change in
Monitors	To watch, observe; to check for a specific purpose
Motivates	To arouse or stimulate into action
Moves	To go from one point to another; to begin operating or functioning, or working in a usual way
Names	To nominate; to speak about
Negates	To deny the existence of; to cause to be effective or invalid
Negotiates	To confer with others with a view to reaching agreement
Neutralizes	To destroy the effectiveness of; to nullify
Notifies	To make known
Nullifies	To make of no value or consequence; to cancel out
Observes	To see, notice or watch something
Obtains	To acquire to gain possession of
Occupies	To take possession of
Omits	To leave out; to disregard
Opens	To make available for entry or passage; to make accessible; to expose to view; to disclose
Operates	To perform an activity or series of activities
Opposes	To resist; to withstand; to place against or opposite
Organizes	To arrange; to systematize or methodize
Orients	To cause to become aware of, familiar with, or adjusted to facts, principles, procedures or situations
Originates	To create; invent

Oversees	To watch; superintend, supervise
Participates	To take part in
Performs	To fulfill or carry out some action
Permits	To consent to; to authorize; to make possible
Persuades	To move by argument or entreaty to a belief, position or course of action
Pinpoints	To locate or aim with great precision or accuracy; to cause to stand out conspicuously
Places	To locate and choose positions for
Plans	To devise or project the realization or achievement of a course of action
Posts	To record information in ledgers or other forms from other sources
Practices	To perform or work at repeatedly in order to gain proficiency
Predicts	To declare in advance; to foretell on the basis of observation, experience or scientific reason
Prepares	To make ready for a particular purpose
Prescribes	To establish as a rule or guide
Presents	To introduce; to bestow; to lay as a charge before a court; to offer to view
Preserves	To keep, guard, observe; to keep safe, protect; to keep free from decay; to maintain
Prevents	To stop something from occurring; to take advance measures against
Prices	To fix, establish or find out the value of
Proceeds	To begin to carry out an action
Processes	To subject to some special treatment; to handle in accordance with a prescribed procedure
Procures	To obtain possession of; to bring about
Produces	To grow; to make, bear, yield something; to offer to view or notice; to exhibit
Programs	To arrange or work out a sequence of operations to be performed
Projects	To throw forward; to present for consideration; to communicate vividly

Promotes	To advance to a higher level or position; to sell
Proposes	To form or declare a plan or intention
Provides	To supply what is needed
Pulls	To haul, tow; to remove (as in filing)
Purchases	To buy or procure by committing organizational funds
Qualifies	To moderate; to alter the strength of; to modify or limit the meaning of; to screen
Quantifies	To make explicit the logical amount of; to determine or express the amount of
Questions	To interrogate; to doubt; to dispute; to inquire
Rates	To assess the value of; to appraise; to arrange in sequence of rank
Reads	To interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of
Receives	To acquire, come into possession of
Recommends	To advise or counsel a course of action; to offer or suggest
Reconciles	To adjust; to restore to harmony, to make congruous
Reconstructs	To rebuild; to reorganize or reestablish
Records	To register; to set down in writing
Recruits	To seek out others to become new members
Rectifies	To correct by calculation or adjustment; to remedy; to set right
Reduces	To narrow down; to diminish in size or amount; to abridge; to lower in rank or grade
Refers	To send or direct for aid, treatment, information or decision; to direct attention; to make reference to
Refines	To improve or perfect; to free from impurities
Registers	To enter in a record
Reinforces	To strengthen with additional forces or additions
Rejects	To refuse

Releases	To set free as in releasing information; to permit the publication or dissemination of
Remits	To send money in payment of; to submit or refer for consideration, judgment, decision or action
Removes	To change the location, station or residence of; to dismiss from office
Renders	To furnish an opinion; to answer
Represents	To act in the place of or for
Reports	To give an account of; to furnish information or data
Requisitions	To ask in writing for something that is needed
Rescinds	To make void; to repeal; to abrogate a contract by restoring preexisting conditions
Researches	To inquire specifically, using involved and critical investigations
Responds	To make an answer; to show reaction
Restricts	To confine within bounds; to restrain
Retrieves	To regain; to rescue
Reviews	To consider; to re-examine
Revises	To rework in order to correct or improve; to make a new, improved or up-to-date version
Routes	To forward; to schedule or dispatch
Salvages	To rescue or save (as from wreckage or ruin)
Satisfies	To carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please
Scans	To examine; to search a series of
Schedules	To plan a timetable; to fix time
Screens	To examine in orderly fashion to determine suitability or acceptability; to cull
Searches	To examine; to probe; to make a thorough examination or investigation of
Secures	To gain possession of; to guarantee; to make safe
Selects	To choose the best suited

Sells	To give up property to another for money or other consideration
Sends	To dispatch by a means of communication; to convey
Serves	To assist; to be of use; to hold office
Services	To adjust; to repair or maintain
Signs	To formally approve a document by affixing a signature
Simplifies	To clarify; to reduce to basic essentials
Solicits	To approach with a request or plea; to strongly urge
Solves	To find a solution for
Sorts	To separate or arrange according to a scheme. Top rank by kind, class, division, etc.
Specifies	To state precisely in detail or to name explicitly
Spends	To use up or pay out
Standardizes	To bring into conformity to something established by authority, custom or general consent as a model or criterion
Stimulates	To excite to activity; to urge
Structures	To give arrangement or form to; to arrange or organize
Studies	To contemplate; to carefully examine or investigate; to deliberate
Submits	To present data for the discretion or judgment of others
Summarizes	To restate material (facts, figures, etc.) briefly
Supervises	To personally oversee, direct, inspect or guide the work of others with responsibility for meeting with certain standards of performance
Supplements	To add to
Supplies	To furnish something that is needed; to provide; to equip
Surveys	To examine as to condition, situation, or value
Synthesizes	To form new product by combining different elements
Systematizes	To arrange methodically
Tabulates	To put in table form; to set up in columns, rows

Takes	To assume possession of; to grasp; to gain approval; to undertake or perform
Tends	To act as an attendant
Tenders	To present for acceptance
Tests	To put to proof; to examine, observe or evaluate critically
Totals	To add up; compute
Traces	To locate something by searching or researching evidence
Trades	To give in exchange for another commodity; to make a purchase
Trains	To teach, demonstrate or guide others in order to bring up to a predetermined standard
Transacts	To carry on business; to negotiate
Transcribes	To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data
Translates	To turn into one's own or another language
Transmits	To transfer or send from one person or place to another; to send out
Turns	To make rotate or revolve; to cause to move around so as to effect a desired end; to reverse the sides or surfaces of
Types	To write using a keyboard (PC, typewriter, etc.); to arrange by categories
Uncovers	To expose to view by removing a covering; to reveal
Understands	o grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of
Updates	To bring current
Utilizes	To make use of
Verifies	To confirm or establish authenticity; to substantiate
Weighs	To ascertain the heaviness of; to consider carefully
Withholds	To hold back; to refrain from granting, giving or allowing
Withstands	To stand up against; to resist successfully
Writes	To set down letters, words, sentences, figures on paper or other suitable medium; to author; to draft

Source: Henderson, COMPENSATION MANAGEMENT, 3rd Edition, pages 511 - 521.