

## **ACTION VERBS**

|                    |  |
|--------------------|--|
| <b>Confer</b>      | Consult with others to compare views or get new ideas  |
| <b>Consolidate</b> | Bring together   |
| <b>Consult</b>     | Seek the advice of others  |
| <b>Coordinate</b>  | Initiate, execute, implement and evaluate; bring together work to conclusion   |
| <b>Correspond</b>  | Communicate in writing (i.e. memos and other written documents)  |
| <b>Delegate</b>    | Entrust to another; appoint as one's representative to perform tasks or duties that may carry specific degrees of accountability |
| <b>Design</b>      | Conceive, create and execute according to plan or direction  |
| <b>Determine</b>   |  |

|                  |   |
|------------------|---|
| <b>Expedite</b>  | Accelerate the process or programs  |
| <b>Formulate</b> | Develop or devise   |
| <b>Furnish</b>   | Provide with what is needed; supply   |
| <b>Implement</b> | Carry out; execute a plan or program; accomplish; put into practice   |
| <b>Improve</b>   | Make something better; enhance in value or quality to advance; make progress; make useful additions or amendments; refine |
| <b>Initiate</b>  | Start or introduce  |
| <b>Inspect</b>   | Critically examine for suitability  |
| <b>Interpret</b> |   |

|                  |   |
|------------------|---|
| <b>Prepare</b>   | Make ready for a particular purpose; to put together  |
| <b>Process</b>   | Carry through and action  |
| <b>Promote</b>   | Advocate; advance to a higher level or position; to contribute to the growth                                |
| <b>Provide</b>   | Supply; submit; furnish   |
| <b>Recommend</b> | Advise or counsel a course of action; offer or suggest for adoption; to endorse as fit, worthy or competent |
| <b>Represent</b> | Act in the place of or for  |
| <b>Report</b>    | Give an account of; furnish information or data   |
| <b>Research</b>  | To search or examine with continued care; to seek diligently  |
| <b>Review</b>    | Examine or re-examine; to give critical examination of  |
| <b>Revise</b>    | Refine; rework in order to correct or improve; to make a new, amended, improved or up-to-date version       |
| <b>Schedule</b>  | Plan a timetable; to place in a schedule; to appoint, assign or designate for a fixed time                  |
| <b>Secure</b>    | Gain possession of; make safe   |
| <b>Select</b>    | Choose; make a choice   |
| <b>Sign</b>      | Affixing a signature  |
| <b>Specify</b>   | State precisely in detail or name explicitly  |
| <b>Submit</b>    | Provide; furnish; supply  |
| <b>Train</b>     | Coach, teach or guide others in order to bring up to a predetermined standard; to teach so as to            |