**ACTION VERBS**

The following list of action verbs is designed to assist in finding the strongest and most descriptive verb. The verbs are grouped together by broad categories. This list is followed by some common working definitions to provide consistency in interpreting key verbs at CSU.

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- Communication: Advise, Communicate, Conduct, Confer, Consult, Correspond, Counsel, Disseminate, Edit, Explain, Inform, Instruct, Interpret, Notify, Present, Propose, Recommend, Report, Request, Respond, Summarize, Transcribe, Write
- Leadership: Administer, Assign, Authorize, Coordinate, Delegate, Determine, Direct, Dispatch, Drive, Endorse, Enforce, Ensure, Execute, Facilitate, Instruct, Lead, Maintain, Manage, Oversee, Plan, Prioritize, Promote, Represent, Supervise
- Human Relations: Advise, Assist, Collaborate, Coordinate, Facilitate, Guide, Participate, Promote
- Creative: Adapt, Arrange, Assemble, Create, Design, Develop, Devise, Draft, Establish, Estimate, Extrapolate, Forecast, Generate, Initiate, Innovate, Prepare, Produce
- Assisting: Act as, Adjust, Advise, Assist, Cooperate, Develop, Guide, Lead/Led, Participate, Refer, Render, Serve as
- Taking Action: Assemble, Circulate, Collate, Collect, Distribute, Furnish, Obtain, Operate, Organize, Perform, Proceed, Process, Provide, Retrieve, Secure, Select, Solicit, Submit, Train
Account: To make an explanatory statement of conduct
Adapt: To modify or change to fit specific new conditions or situations
Adjust: To change or bring into a satisfactory state
Administer: Manage, supervise or direct the execution of affairs
Advise: Recommend a course of action; offer an informed opinion based on specialized knowledge
Allocate: To assign or appropriate a resource for a specific reason
Analyze: Separate into elements and critically analyze; to study or determine relationships
Anticipate: Foresee and deal with in advance
Appraise: Give an expert judgment of worth and merit
Approve: Accept as satisfactory; exercise final authority with regard to commitment of resources
Arrange: Make preparation for an event; put in proper order
Assemble: Collect or gather together in a predetermined order from various sources
Assess: To estimate or judge the value of
Assign: Specify or designate tasks or duties to be performed by others
Assist: To help or aid, not directly responsible
Audit: To examine and verify accounts and records, especially of financial accounts
Authorize: Approve; empower through vested authority
Balance: To determine the difference between two sides or sums
Calculate: Make a mathematical computation; to reckon by exercise of practical judgment
Circulate: Pass from person to person or place to place
Collaborate: Work jointly with; cooperate with others
Collate: To arrange in proper sequence
Collect: Gather; bring together (as in data, etc.)
Communicate: To express thoughts or information easily or effectively
Compare: To note similarities and differences
Compile: Put together information; collect from other documents (such as reports, demographics and other departments)
Compute: To use a calculator or computer
Conduct: Carry on; direct the execution of tasks; take responsibility for acts and achievements of a group; direct handling and manipulating or maneuvering toward desired results
Confer: Consult with others to compare views
Conserve: To prevent waste or loss of
Consolidate: Bring together
Consult: Seek the advice of others
Control: Measure, interpret and evaluate actions for conformance with plans or desired results
Cooperate: Act jointly with others
Coordinate: Initiate, execute, implement and evaluate
Correlate: Establish a reciprocal relationship; present or set forth to show a relationship
Correspond: Communicate with writing (i.e. memos and other written documents)
Counsel: To recommend or urge to a course of action
Create: Produce or develop using originality and ingenuity
Delegate: Entrust to another; appoint as one’s representative to perform tasks or duties that may carry specific degrees of accountability
Design: Conceive, create and execute according to plan
Determine: Resolve; fix conclusively; to find out or come to a decision by investigation, reasoning or calculation
Develop: Disclose, discover, perfect or unfold a plan or idea; to set forth or make clear by degrees in detail
Devise: Come up with something new (perhaps by combining or applying known ideas or principles)
**Diagnose:** To ascertain the cause or nature of malfunction

**Direct:** Guide work operations through the establishment of objectives, policies, rules, practices, methods and standards; carry out; regulate activities or course of action

**Dispatch:** To send off or away (as with a messenger or telegram)

**Dispose:** Get rid of

**Disseminate:** Spread or disperse information

**Distribute:** Deliver to proper destinations

**Draft:** Prepare papers or documents in preliminary form

**Drive:** To compel or urge

**Edit:** Revise and prepare

**Endorse:** Support or recommend

**Enforce:** To compel obedience to

**Ensure:** To make sure, certain or safe

**Establish:** Bring into existence; to make firm or stable; to institute

**Estimate:** Forecast future requirements; to judge tentatively

**Evaluate:** Determine or assign a value to (i.e. work, duties, performance); determine significance, worth or condition by appraisal or review

**Examine:** To inspect or scrutinize carefully

**Execute:** Put into effect or carry out; to do what is required; perform indicated tasks according to instructions

**Expedite:** Accelerate the process or progress of

**Explain:** To render understandable or intelligible

**Extrapolate:** To estimate a value outside of what is known

**Facilitate:** Make easy, or less difficult; to advance the accomplishment of an act

**Forecast:** Predict future events or occurrences based on knowledge of the topic area and specified assumptions (assumes analysis)

**Formulate:** Develop or devise

**Furnish:** Provide with what is needed; supply

**Generate:** To create, produce

**Guide:** To direct another in a course of action

**Identify:** To recognize or establish (as part of a group)

**Implement:** Carry out; execute a plan or program;

**Improve:** Make something better; enhance in value or quality to advance, make progress; make useful additions or amendments

**Inform:** Communicate information to others

**Initiate:** Start or introduce

**Innovate:** To introduce something new, make changes in anything established

**Inspect:** Critically examine for suitability

**Instruct:** Teach, demonstrate and impart knowledge

**Interpret:** Explain something to others mostly in written or presentation form; tell meaning of; present in understandable terms

**Investigate:** Study through close examination and systematic inquiry

**Issue:** Put forth or to distribute officially

**Lead:** Direct the operations, activity, and/or performance of individuals

**Maintain:** Keep in an existing state; to support or continue; update

**Manage:** Direct, control, plan and organize the operations of an organizational unit. Conveys authority for decision making and accountability for results

**Monitor:** Watch, observe, or check for a specific purpose; keep track of; check for special purpose

**Negotiate:** Confer with others with an eye to reach agreement

**Notify:** Make known to

**Obtain:** Gain possession of; acquire

**Operate:** Perform an activity or series of activities

**Organize:** Arrange in functioning order through systematic planning

**Oversee:** Supervise/manage a functional area or operation without necessarily having people supervisory experience

**Participate:** Take part in
Perform: Fulfill or carry out some action or duties accurately in a timely fashion
Plan: To arrange the parts of; devise or project realization or achievement
Post: Transfer or carry information from one record to another.
Prepare: Make ready for a particular purpose; to put together
Present: To make a report of information
Prioritize: To arrange in order of priority
Proceed: Begin to carry out an action
Process: Subject something to special treatment; handle in accordance with prescribed procedure; carry through
Procure: To obtain
Produce: To make or manufacture, to provide, furnish or supply
Promote: Advance to a higher level or position; to contribute to the growth
Propose: Declare a plan or intention
Provide: Supply what is needed; furnish
Purchase: To acquire by payment, buy
 Recommend: Advise or counsel a course of action; offer or suggest for adoption; to endorse as fit, worthy or competent
Reconcile: To check, adjust, settle or to make or prove consistent
Refer: Send or direct to a person or place
Render: To do; provide; present for consideration
Report: Give an account of; furnish information or data
Represent: Act in the place of or for
Request: Asking for something to be given or done
Research: Inquire into a specific matter from several sources and put information together
Resolve: To come to a determination
Respond: To react to
Retrieve: To recover or make newly available
Review: Examine or re-examine; to give critical examination of
Revise: Rework in order to correct or improve; to make a new, amended, improved or up-to-date version
Schedule: Plan a timetable; to place in a schedule; to appoint, assign or designate for a fixed time
Secure: Gain possession of; make safe
Select: Choose the best suited
Solicit: To make a petition or request
Submit: Yield or present for the discretion or judgment of others
Summarize: Make an abstract; brief
Supervise: Personally oversees, directs, inspects or guides the work of others with responsibility for meeting standards of performance
Survey: To take a general view of; thorough inspection or examination
Systematize: To arrange according to a system, make systematic
Track: To keep informed
Train: Teach or guide others in order to bring up to a predetermined standard; to teach so as to make fit, qualified or proficient; to make prepared
Transcribe: Transfer date from one form of record to another or from one method of preparation to another-without changing the nature of the data
Troubleshoot: Locate and eliminate the source of a problem in the flow of work
Update: Adding new information or corrections
Validate: To ensure something is founded in truth or sound data and reasoning
Verify: Confirm or establish authenticity; substantiate
Write: To compose or produce in writing