

Appendix

Glossary of Action Verbs

- **Adjust**—Bring to more satisfactory state; change to enhance a situation.
- **Administer**—Exercise and implement control over the performance of specific operations, approved plans, or established policies within the scope of limited and well-defined authority.
- **Advise**—Give information or opinion pertinent to a probable course of action.
- **Analyze**—Study the factors of a problem to determine a proper solution.
- **Arrange**—Put into suitable order or sequence; to make preparations or plan.
- **Assist**—Take an active part or give support in performing a function.
- **Balance**—Arrange so that one set of elements exactly equals another.
- **Calculate**—Work out by mathematical computation.
- **Check**—Compare with a source, original, or authority.
- **Compile**—Put together a series or group of facts or figures from somewhat related sources into a related whole; usually used in the sense of making a report.
- **Compose**—Form by putting together; formulate or write.
- **Conduct**—Exercise leadership in a project or study.
- **Coordinate**—Combine (through balancing, tuning, or integrating) the efforts of separate groups to accomplish a specific objective; coordination can be exercised without line authority.
- **Counsel**—Give advice and guidance to another.
- **Demonstrate**—To show clearly; illustrate or explain with many examples.
- **Develop**—Advance programs, planning or personnel capabilities to higher state.
- **Direct**—Authoritatively define, regulate, or determine the activities of subordinate organizational units to achieve predetermined objectives.

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- **Distribute**—Give out; divide among several.
- **Execute**—Put into effect according to a plan (See "Administer").
- **File**—Arrange in order for preservation or reference; place among official records.
- **Gather**—Come or bring together into a group mass or unit.
- **Initiate**—Start, begin, or introduce a program or action.
- **Install**—Set up for use or service.
- **List**—Place in a specified category; register.
- **Maintain**—Keep in an existing state; to continue or preserve; keep in a state of efficiency or validity.
- **Manage**—Plan, organize, and control to achieve coordinated objectives by leading and directing subordinates without giving detailed supervision.
- **Monitor**—Watch, observe, or check for a special purpose; keep track.
- **Negotiate**—Reach agreement on specific proposals through discussion with others of a different viewpoint.
- **Obtain**—Gain or attain by planned action or effort.
- **Operate**—Perform a function.
- **Organize**—Set up plans and procedures for achieving objectives.
- **Participate**—Take part in and share responsibility with others for action but without individual authority to take action.
- **Perform**—Carry out, accomplish; to do in a formal manner or according to a prescribed method.
- **Plan**—Devise or determine a course of action to achieve a desired result.
- **Provide**—Furnish necessary information or services.
- **Post**—Transfer an entry or item from one record to another.

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- **Prepare**—Make ready for further action or purpose.
- **Process**—Perform a series of actions or operations leading to an end.
- **Prove**—Determine extent of agreement or disagreement with intended relation between results.
- **Recommend**—Offer for acceptance and support a course of action to persons responsible for approval or authorization.
- **Record**—Register, make a record of.
- **Repair**—Restore by replacing a part or putting together what is torn or broken; to fix.
- **Report**—Give an account of; make a written record or summary.
- **Research**—Careful or diligent search; investigate or experiment with the aim of discovery and interpretation of facts.
- **Review**—Critically examine (completed work, reports, performance) with a view to amendment or improvement.
- **Schedule**—Plan a timetable; to set, appoint, or designate for a fixed time.
- **Sort**—Put in a certain place or rank according to kind, class or nature.
- **Supervise**—Oversee or watch with authority work, proceedings, or progress; control employment status, including hiring, salary adjustment, promotion, termination; implies day-to-day concern with details of operation.
- **Tabulate**—Arrange figures or items in rows and columns; computing by means of a table.
- **Transcribe**—Make a written copy; dictated or recorded information in longhand or on a typewriter; transfer from one recording form to another.
- **Verify**—Determine the accuracy of one thing or figure in relation to other things or figures known to be accurate.