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## What is an Action Verb?

An *action verb* expresses achievements or something a person does in a concise, persuasive manner.

### ADMINISTRATIVE ACTION VERBS

**Advises** - Offers an informed opinion or gives specialized information to others.

**Adapts** - Modifies or changes to fit specific or new situations.

**Administers** - Oversees the operational details of a process or program.

**Appoints** - Selects or designates, to set officially.

**Approves** - Exercises final and decisive authority, causing action to use money, manpower, materials, or equipment.

**Arranges** - Makes preparations for, plans, organizes.

**Assembles** - Collects or gathers together in a predetermined order from various sources.

**Authorizes** - Approves or commits an act implying subsequent action by others.

**Checks** - Proofs or reviews for errors.

**Consults** - Considers, asks advice or requests opinions of others.

**Controls** - Directs, regulates, or guides the use of money, methods, equipment, and materials. Also, the process of monitoring activities to ensure conformance with planned results.

**Collaborates** - Works jointly with; cooperates with others having equal responsibility.

**Coordinates** - Regulates, adjusts or directs the related actions of others in order to attain desired results.

**Decides** - Selects a course of action.

**Delegates** - Entrusts to another person tasks or duties which require exercise of some of the authority of the person originally responsible, as "To delegate an administrative assistant to represent the department at conferences."

**Determines** - Fixes conclusively, regulates. To decide by choice of alternatives.

**Directs** - Governs or controls work operations by establishing the objectives, practices and methods.

**Enforces** - Compels, acts to ensure that required things happen.

**Establishes** - Institutes permanently by enactment or agreement.

**Executes** - Puts into effect or carries out methods, plans, etc.

**Initiates** - Sets going or introduces, begins.

**Itemizes** - Creates lists; to write down in detail.

**Manages** - Plans, organizes, directs, controls, and evaluates operation of an organizational unit, with responsibility for the output.

**Orders** - Arranges or commands to come to a specified place or decision.

**Organizes** - Sets up an administrative structure for. Arranges by systematic planning and united effort.

**Plans** - Designs or formulates a program of action for to achieve an end.



## ACTION VERBS

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### ADMINISTRATIVE ACTION VERBS (cont'd)

**Prevents** - Keeps from happening or holding back.

**Process** -To handle in accordance with a prescribed procedure.

**Requires** - Asks for by right and authority; to demand as necessary or essential.

**Returns** - Goes back in thought or action; gives an official account to a superior.

**Reviews** - Examines, inspects, or considers the quality or condition of something; evaluates.

**Revises** - Reworks in order to correct, improve or update.

**Stops** - Keeps from carrying out a proposed action.

**Verifies** - Confirms or establishes authenticity; to substantiate, prove, or check the accuracy of.

### CREATIVE VERBS

**Creates** - Makes or produces something new; brings into existence.

**Designs** - Creates or fashions a plan or idea.

**Develops** - Discloses, perfects, or unfolds a plan or idea in detail, gradually. Implies study and/or experiment unless otherwise stated.

**Devises** - Forms in the mind by combinations of ideas, new applications of principles, or new arrangement of parts.

**Establishes** - Institutes permanently by enactment or agreement.

**Estimates** - Forecasts future quantities, values, sizes, extents, etc., either on the basis of judgment or calculations. Frequently, estimating is shared with others, in which case it is more precise to use:

**Forecasts** - Predicts future events based on specified assumptions.

**Formulates** - Puts into a systemized expression or statement.

**Initiates** - Sets going or introduces, begins.

**Installs** - Sets up for use.

**Originates** - Causes something to exist; initiates.

**Plans** - Designs or formulates a program of action for to achieve an end.

**Schedules** - Appoints a fixed time.

### SUPPORTIVE VERBS

**Activates** - Sets up or formally introduces with necessary personnel or equipment, to set in motion.

**Encourages** - Inspires, spurs on, makes someone more determined or confident.

**Expedites** - Accelerates the process or progress of a plan or ideas.

**Furthers** - Promotes or advances.

**Implements** - Carries out or fulfills by taking action.

**Maintains** - Keeps in satisfactory condition.

**Motivates** - Provides incentive or drive.

### LEADERSHIP VERBS

**Advises** - Offers an informed opinion or gives specialized information to others; guides.

**Aids** - Provides with what is useful or necessary for achieving an end; helps.

**Coaches** - Trains by instruction, demonstration and practice; provides performance feedback.

**Counsels** - Advises or consults.

**Explains** - Makes plain or understandable.



## ACTION VERBS

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### LEADERSHIP VERBS (cont'd)

**Guides** - Directs, supervises, or influences the training of people.

**Instructs** - Teaches, demonstrates, or by other methods imparts knowledge to others; directs that a specific activity be performed, which may include directing how it is to be performed.

**Leads** - Guides or directs on a course or in the direction of; to direct the operation of; to go at the head of or have charge of.

**Negotiates** - Confers with others with a view to reaching agreement; coming to terms subject to approval by final authorities for each side.

**Participates** - Takes part or has a share in a project, group, or event.

**Protects** - Maintains status or integrity of projects, property, ideas.

**Serves** - Complies with the commands, demands, or needs of a supervisor or group.

**Shows** - Proposes, presents or demonstrates an idea as workable or desirable.

**Suggests** - Offers for consideration or action.

**Supervises** - Personally oversees or controls work performance and conduct of others, where there is opportunity for control or inspection of work performed.

**Trains** - Teaches, demonstrates, or guides others in the performance of assigned work.

### RESEARCH VERBS

**Accepts** - Gives admittance or approval to; receives.

**Accumulates** - Gathers or collects.

**Acquires** - Comes into possession or control of an item(s), authority, or idea(s).

**Arranges** - Makes preparations for, plans, organizes.

**Analyzes** - Studies parts, elements, or factors of a situation or problem in detail to determine course of action, solution or outcome; examines critically for understanding.

**Buys** - Acquires possession, ownership or rights to the use of services, items.

**Collects** - Gathers or exacts information or materials from a number of persons or sources.

**Compiles** - Puts together information or assembles data in a new form.

**Delivers** - Sends or brings a desired object.

**Distributes** - Delivers or hands out to several or many.

**Exchanges** - Gives and receives reciprocally.

**Evaluates** - Determines or fixes the value, significance, or use of; appraises or assesses.

**Forwards** - Sends goods or information onward.

**Furnishes** - Provides or equips with what is needed.

**Gathers** - Brings together or collects parts of a group.

**Gets** - Obtains or receives.

**Gives** - Grants, yields or presents to another.

**Informs** - Communicates knowledge to others.

**Inquires** - Asks or searches into; investigates.

**Issues** - Makes available through distribution.

**Keeps** - Preserves or maintains in a good and orderly condition; holds on to.

**Mails** - Sends by postal service or e-mails.

**Notifies** - Gives notice or reports on an occurrence or information.

**Obtains** - Gains or comes into possession of; gets, collects, learns.

**Procures** - Gets possession or obtains by particular care and effort.

**Provides** - Supplies support to meet a need; makes available.

**ACTION VERBS**

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**RESEARCH VERBS (cont'd)**

**Pulls** - Draws out or obtains a piece of information, file, or object; removes from use.

**Purchases** – Buys; gets or acquires by money or its equivalent.

**Recalls** - Calls back or cancels; revokes.

**Receives** - Comes into possession of or acquires an item, idea.

**Recruits** - Increases numbers of a group by bringing in new members.

**Renders** - Delivers or hands down; does service for another; causes to become (make).

**Reports** - Gives an account or makes a written summary or statement.

**Secures** - Puts beyond hazard; makes safe or certain; brings about; comes into control of.

**Sells** - Gives up property in exchange for money.

**Sends** - Delivers or dispatches as means of communication or delivery.

**Solicits** - Makes a petition or request for services, money.

**Submits** - Gives a document, proposal, idea to someone to be considered or approved; hands in.

**Supplies** - Makes materials available for use.

**Takes** - Assumes control or possession of.

**Transfers** - Passes over from one person to another.

**Withdraws** - Removes; takes back or away so it is no longer available.