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.
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.

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 discovering and interpreting 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.