# List of Verbs often Required for Presentation

This categorized list contains only a few action verbs you can use to compose concise, *persuasive*, *reader-centered* presentation and other types of workplace documents. The examples are illustrations that overview the uses of action verbs in professional speaking and writing.

* *Negotiated* successful price reductions of up to 30% with key suppliers
* *They have agreed to reduce prices by 30%.* ***X***
* *Interpreted* financial information from the company's annual report
* *The company’s annual report contains financial information*
* *Translated* all relevant company information into three different languages

**Other words:** Advocated, Clarified, Corresponded, Encouraged, Interpreted, Negotiated, Persuaded, Presented, Publicized, Solicited, Spoke, Translated

CREATIVE SKILLS

* *Created* an interior design layout for a 500 square foot retail venue
* *Introduced* a new method of navigating through the A Software Program
* *Presented* a new research project to the managers at the location

**Other words:** Acted, Applied, Composed, Created, Established, Founded, Improvised, Introduced, Navigated, Originated, Presented

DATA / FINANCIAL SKILLS

* *Computed* and *recorded* inventory valuation on a monthly basis
* *Documented* inventory counts at the end of each working day
* *Verified* the amount owed to the creditor in the Accounts Payable account

**Other words:** Adjusted, Allocated, Budgeted, Compared, Computed, Counted, Documented, Estimated, Forecasted, Inventoried, Invested, Predicted, Projected, Quantified, Recorded, Retrieved, Verified

HELPING SKILLS

* *Assisted* customers with choosing appropriate products
* *Trained* new employees in the plant through demonstration techniques
* *Volunteered* in the nursing home every weekend to serve the community

**Other words:** Aided, Assisted, Built, Demonstrated, Facilitated, Familiarized, Helped, Performed, Represented, Solved, Supported, Trained, Upheld, Volunteered, Worked

MANAGEMENT / LEADERSHIP SKILLS

* *Administered* a variety of surveys to collect data about the employees
* *Implemented* a safety communication program to promote safety awareness
* *Recommended* an alternative solution to one of the company's problems

**Other words:** Achieved, Administered, Assigned, Attained, Challenged, Coordinated, Decided, Delegated, Established, Executed, Handled, Headed, Implemented, Incorporated, Intervened, Launched, Led, Managed, Mediated, Motivated, Organized, Oversaw, Planned, Prioritized, Recommended, Scheduled, Supervised, United

EFFICIENCY SKILLS

* *Eliminated* unnecessary cost of each unit of production
* *Maximized* profits by 15% during the month of July
* *Heightened* the level of employee moral through program incentives

**Other words:** Accelerated, Allocated, Boosted, Centralized, Downsized, Edited, Eliminated, Enhanced, Expanded, Expedited, Heightened, Lessened, Leveraged, Maximized, Merged, Optimized, Outlined, Outsourced, Prevented, Prioritized, Reorganized, Reduced, Revised, Simplified, Standardized, Stream-lined, Synthesized, Systematized, Upgraded

RESEARCH SKILLS

* *Examined* a new mechanism that may reduce sickness on the campus
* *Identified* a major defect in a microscopic organism last month
* *Surveyed* a group of Purdue students with regard to Product A

**Other words:** Analyzed, Collected, Compared, Controlled, Detected, Diagnosed, Evaluated, Examined, Gathered, Identified, Investigated, Located, Measured, Organized, Reported, Replicated, Researched, Reviewed, Searched, Surveyed, Wrote

TEACHING SKILLS

* *Defined* a new product strategy and discussed how it would be implemented
* *Instructed* Department B on how to reduce inventory and raise net sales
* *Prepared* a tutorial manual for an English class last semester

**Other words:** Aided, Advised, Clarified, Communicated, Defined, Developed, Encouraged, Evaluated, Facilitated, Fostered, Guided, Helped, Incorporated, Informed, Initiated, Instructed, Lectured, Prepared, Supported, Supervised, Stimulated, Taught

TECHNICAL SKILLS

* *Assembled* an entire computer programming simulation for my CPT course
* *Designed* a new form of Widget C for a manufacturing facility
* *Programmed* three new computer programs tailored for a network system

**Other words:** Analyzed, Assembled, Built, Calculated, Computed, Conducted, Designed, Devised, Engineered, Maintained, Operated, Programmed, Reengineered, Remodeled, Transmitted

**Sources/References:**

Rosalie Maggio, How to Say It, *Webster's Thesaurus*.