

365 Limitless Verbs



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Words of Inspiration

“I believe in the *verb*, not the noun.” – R. Flanagan

“God to me is a *verb*, not a noun.” – R. Buckminster Fuller

“The Word was the *Verb*; the *Verb* is God.” – Victor Hugo

ISBN

This book’s ISBN is: 9781089115021.

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This book comes with no warranties or guarantees of any kind. This book is not legal, business, academic, educational, medical, psychological, religious, professional, or personal advice of any kind. The sentences in this book are only the conjecture of the author; they are not verifiable facts. The sentences in this book are designed to help you learn to use the featured verbs, only. This book is intended for pleasure-reading only. By reading ahead, you agree to use the content of this book only at your own discretion and release the author from any potential liabilities therein. Hence, *Caveat Emptor* (Buyer Beware) and *Caveat Lector* (Reader Beware). Thank you.

Welcome

Dear Reader:

Welcome to **365 Limitless Verbs!**

I have served the Information Technology (IT) market for more than twenty years and the greatest lesson learned is the written word. Whether you are composing an email, text message, technical document, meeting notes or marketing brochure, how and what you write is very important; every detail counts. With that said, it is *verbs* that give you the ability to describe *exactly* what is taking place. It is difficult to read a document that uses the same verb over and over because the author cannot imagine an applicable synonym. Allow this book to give you some solid insight into *365 English language verbs* that you can utilize in not just your written documents but also your conversations – personal and professional. This book is a genuine reflection on my technical writing career as well as your needs as a communicator.

Best Regards and Happy Reading,

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Author, “365 Limitless Verbs”
August, 2019

My Writing Career

Technical Writing Contractor, Info Pros, 2018 – 2019

IT Technical Writer, 1st Global Capital, 2017 – 2018

Engineering Technical Writer, EAM, 2015 – 2017

IT Technical Writer, QPAY, 2008 – 2014

QA/QC Technical Writer, TRAX, 2006 – 2007

Business Writer, Bayview Financial, 2005 – 2006

Reports Writer, Broward County, 2002 – 2005

Technical Writer/Trainer, Star Media, 2000 – 2001

Technical Writer, RPA, 1996 – 1999

My Academic Career

Product Owner Certificate, Scrum Alliance, 2013

M.S. Education, Nova Southeastern University, 2005

MBA Equivalent, FAE/CDE, Curitiba, Brazil, 1994

Programming Instructor, Curitiba, Brazil, 1992 - 1996

Programming Certificate, CLC, Boston, 1990

B.S. Philosophy, Willamette University, 1988

Book Presentation

The book features **365** English language verbs with specific examples of how they can be used in past, present, and future tenses. By reading and reflecting on these examples, I sincerely hope you are able to “catch the spirit” of each verb and then use it effectively in your documents, texts, and conversations. Happy Reading! Best Regards, Keith Johnson, Author

Transitive and Intransitive Verbs

First of all, a *transitive* verb *has* an object. For example, *the baseball player throws the ball*. The verb is “throw” and the object of the verb is “the ball.” Hence, throw is a transitive verb. Secondly, an *intransitive* verb *does not have* an object. Rather, it is usually followed by a prepositional phrase. For example, *the soldier waits for the instruction*. The verb is “wait” and its following prepositional phrase is “for the instruction.” This book features both transitive and intransitive verbs.

Synonyms

Each verb presented in this book includes a *synonym* to help you, the reader, clear any doubts about its meaning and/or usage. Happy reading! Here we go...

365 Limitless Verbs (English Language)

Verb 1: Acquire (Synonym: Obtain)

Google acquired YouTube in 2006, after studying the growing demand for video content by web users.

Technical writers acquire critical system information by reading functional standards documents (FSDs) and by meeting with subject matter experts (SMEs).

Many well-established companies will acquire startups that are emerging and that can contribute to their overall financial profile and portfolio.

Verb 2: Activate (Synonym: Start)

I activated the new credit card by dialing the 800 number listed on the affixed plastic label.

The guitar's foot sound-pedal activates a wah-wah tone out of its amplifier/speaker making the guitar sound like Jimi Hendrix is playing.

The manager will activate the company's new customer portal after clicking "Start" in the admin panel.

Verb 3: Abbreviate (Synonym: Shorten)

The writer abbreviated the character's name because of its strange combination of consonants and vowels.

When I write, I often abbreviate New York City as NYC.

News professionals will abbreviate the names of foreign countries in their speech and written documents. The Dominican Republic, for example, is commonly called the DR. The United Kingdom is commonly called the UK.

Verb 4: Absorb (Synonym: Take In)

The home's air conditioning filter absorbed a great deal of dirt because it hadn't been cleaned in over one month.

The body absorbs turmeric better if taken with a dash of black pepper.

The mind will absorb information better if one is well rested, focused, and interested in the topic-at-hand.

Verb 5: Accelerate (Synonym: Advance)

The teacher accelerated the student's technical learning curve by encouraging him to do all mathematical operations on paper without a calculator.

A clean carburetor helps a car to accelerate its speed smoothly and consistently.

The software project's speed will accelerate if we hire more developers, business analysts, database professionals, and technical writers.

Verb 6: Accentuate (Synonym: Emphasize)

In the end-user guide, I accentuated important system keywords by placing them in bold text.

As a technical writer, I accentuate important words in my documents using bold or italic font when necessary.

The software trainer will accentuate keywords by placing them in a table that users can see as they are learning and getting to know the newest release of the system.

Verb 7: Accommodate (Synonym: Contain)

The overpass accommodated ten pedestrians and sheltered them from the unexpected rain storm.

The local YMCA shelter accommodates about twenty people each night. Some of them are homeless people and some of them are traveling students.

The new 10 terabyte external hard drive will easily accommodate all of the programmer's computer files.

Verb 8: Accomplish (Synonym: Achieve)

The dedicated worker accomplished all of his most important and best defined tasks in the morning. That way he could dedicate his afternoons to those more elusive and undefined tasks.

The computer programmer accomplishes all of his development tasks in conjunction with his fellow system architects and database analysts.

The United States federal government will accomplish its most important budgeting tasks this fall, when Congress is in session and all representatives and senators return from their extended Labor Day weekend.

Verb 9: Account (Synonym: Detail)

The balance sheet accounted for the lost receipts by creating an expense journey entry called “Other.”

Some businesses account for all financial transactions by performing all transactions with one app only.

The baker will account for all inventory and product-related expenses by adding up receipts stored in a red folder. These expenses will offset revenues at tax time.

Verb 10: Accumulate (Synonym: Gather)

The musician accumulated generous tips as he performed cherished songs on the street with his acoustic guitar.

The farmer accumulates most of his harvest using a sophisticated machine that follows his tractor.

The student will accumulate great knowledge as long as she pays attention and listens carefully to what the professor says.

Verb 11: Ace (Synonym: Win)

The student aced the test because he studied hard the night before it. He also took great notes in class.

The applicant aces the coding test because he applies program logic first and then writes his code based on this logical model.

The team will ace the game by applying zone strategy to defense and passing strategy to offense.

Verb 12: Achieve (Synonym: Attain)

The dog achieved its goal of getting a treat after consistently obeying its owner at obedience school.

The injured patient achieves small feats by following the detailed instructions of the physical therapist.

The math professor will slowly and steadily achieve his goal of teaching students how solve complex problems using algebra, geometry, and trigonometry.

Verb 13: Acquire (Synonym: Obtain)

Students of the distant past acquired information by listening intently because there was no paper or pencil to write down what the teacher said.

People who are into “do it yourself” acquire valuable information from free YouTube videos online.

The conglomerate will acquire the smaller company successfully by purchasing a majority of its stock and offering employees higher wages.

Verb 14: Act (Synonym: Behave)

The diplomat acted with great respect when meeting the country's president. He listened to what the president had to say. He assured the president he was there to help.

The company's employees act with great respect toward one another because they spend more than sixty hours a week together at the office, writing source code and complex business documents.

The CEO will act in ways that will promote the overall wellness of the company – financially, economically, politically, and socially.

Verb 15: Adapt (Synonym: Change)

Early settlers adapted to the new climate and terrain when they arrived in the Americas in the 1600s.

I adapt to major changes in technology by networking with others and reading technical documentation.

The National Elections Committee will adapt to future domestic needs and challenges as the new election season of 2020 approaches.

Verb 16: Address (Synonym: Speak)

The speaker addressed the crowd by greeting them and speaking directly about the most important issues that concerned them.

I always address important health concerns when I see my doctor during my annual visit.

The Chief Technology Officer (CTO) will address the company's most important hardware and software issues tomorrow during his meeting with the Chief Executive Officer (CEO) and Chief Financial Officer (CFO).

Verb 17: Adjust (Synonym: Modify)

The teenager willingly adjusted the volume of music from his room when his mom asked him to turn it down.

Writers generally modify their documents after first being reviewed by managers and proofreaders.

I will modify the approach to the problem after first speaking with my team and informing them of the details that have enabled me to champion this new strategy.

Verb 18: Administer (Synonym: Give)

The doctor easily and painlessly administered the antibiotic to the patient through an IV drip.

The union chief successfully administers changes to members' benefits by consolidating the previously fragmented benefits into one central package.

The database architect (DBA) will administer changes to the company's database on Sunday night when there are few live users and all employees are out of the office.

Verb 19: Advance (Synonym: Increase)

The technician advanced the reel tape by hitting the FWD button on the main drive.

I advance my career each day by reading avidly and by asking questions that enable me to continue ahead in a fast-changing and technologically-advancing world.

Science will advance steadily because scientists are learning to collaborate more. Teamwork is key in today's professional world, corporate and academic.

Verb 20: Advertise (Synonym: Inform)

Coca-Cola once advertised its brand name by offering free Coca-Cola napkins and plates to fast food restaurants.

My father advertises his business in trade publications that feature his company's general market sector.

Companies will always advertise their products and services in YouTube videos that maintain high and consistent levels of web and mobile viewership.

Verb 21: Advise (Synonym: Mentor)

A good friend in college advised me to join the student newspaper and become a writer. I did. It was a great experience. I eventually became its News editor.

I advise others who want to become technical writers with two main suggestions. First, I tell them to master writing. Second, I tell them to master a technical domain.

I will advise others who want to pursue Information Technology (IT) by saying this: “make sure you enjoy the work because you will be spending many long hours at your workstation trying to solve very difficult technical problems.”

Verb 22: Advocate (Synonym: Support)

In college, as part of the debate club, I advocated for the voting rights of not only citizens but also residents with green cards. Democracy only works if people vote.

One of my former bosses advocates for the use of Microsoft Office 365 because it is cloud-based and all workers can access the cloud from any device, anywhere.

I will advocate for English to be the chosen business language worldwide because it is easily learned and culturally accepted in all major parts of the world: Asia, Europe, Oceania, North America, South America, etc.

Verb 23: Affirm (Synonym: Assert)

Dr. Wayne Dyer, during his lifetime, always affirmed the power of positivity and optimism.

Dr. Deepak Chopra affirms that proper diet, exercise, and lifestyle will improve your overall quality of life.

I will always affirm that gratitude is the secret to inner happiness and personal fulfillment.

Verb 24: Aid (Synonym: Help)

The U.S. National Guard has aided many victims and survivors of natural disasters over the years – earthquakes, tornadoes, and hurricanes.

As a technical writer, I aid programmers, sometimes, by running documentation tools on their latest code so that they then have up-to-date class charts and tables.

The report writer will aid the CFO by providing weekly corporate financial summaries, aggregating data from internal expense tables and external revenue tables.

Verb 25: Alert (Synonym: Warn)

The paramedic alerted the accident victim that he needed to breathe slowly until arriving at the hospital.

The British Broadcasting Corporation (BBC) appropriately alerts its readers and viewers, worldwide, about important world events that transpire each day.

The Weather Channel (TWC) will alert its readers and viewers if there is an approaching storm, hot/cold front, hurricane, tornado, or other significant weather event.

Verb 26: Align (Synonym: Consolidate)

Simon Bolivar aligned his diverse armies in order to fight the Spanish soldiers and liberate northern and western Latin America from Spanish control in the early 1800s.

Wise software companies align technical talent (programmers, data analysts, architects) and business talent (managers, subject experts, market experts) in order to compete effectively.

The entrepreneur will align his business knowledge with that of his accountant and attorney in order to make the best possible decisions for his emerging company.

Verb 27: Allocate (Synonym: Apportion)

The Federal Emergency Management Agency (FEMA) allocated billions of dollars to help victims of hurricanes Irma and Maria in the fall of 2017.

Congress allocates more money each year for the U.S. military budget than those of China and Russia combined.

I will always allocate ten percent of my monthly budget for transportation-related expenses.

Verb 28: Alter (Synonym: Change)

The drummer altered the tempo of the song by spacing out the beats and doubling his bass drum taps.

The Economics professor alters his microeconomics curriculum simply by reordering the topics he covers.

The Federal Reserve Bank will alter national interest rates only when it is absolutely necessary.

Verb 29: Amass (Synonym: Gather)

Alexander the Great amassed great wealth by conquering vast amounts of land and physical property.

The United States government amasses most of its annual budgetary income from corporate taxation.

Artificial Intelligence (AI) platforms will amass vast amounts of information before engaging in logical analysis and assimilation.

Verb 30: Amplify (Synonym: Increase)

The soundboard technician amplified the band's overall volume onstage by slowly turning the master volume control knob to the right.

A sharp tie amplifies the color of a suit.

The fund manager will amplify earnings by diversifying capital across different investment categories.

Verb 31: Analyze (Synonym: Evaluate)

The real estate investor analyzed the potential cash flow from the property but saw more problems than he was prepared to tackle and manage.

Investment bankers analyze stocks and bonds in order to make informed financial and economic decisions.

Loan sharks will analyze your credit and work histories closely before lending you one dollar.

Verb 32: Answer (Synonym: Respond)

The job applicant answered all questions on the application form to the best of his ability.

The candidate answers all questions posed by the interviewer to show that her knowledgebase is strong.

During any major crisis, local emergency dispatch offices will answer all incoming calls.

Verb 33: Anticipate (Synonym: Foresee)

The baseball team manager correctly anticipated that the pitcher would tire and that he would have to be replaced in the seventh inning of the game.

Several leading economic analysts anticipate a slower economy in 2020 because the Fed might have to raise interest rates to check economic expansion.

Residents in Florida will anticipate and prepare for hurricanes using information provided by the National Oceanic and Atmospheric Administration (NOAA).

Verb 34: Appease (Synonym: Calm)

The student appeased the bully by offering to help him with his mathematics homework.

Debtors commonly appease creditors by restructuring their loans and paying infrequent fines and fees.

The hiker will appease the bear by abandoning his backpack which is full of food and water.

Verb 35: Apply (Synonym: Administer)

I applied the correct formula to the math problem and was able to generate the right answer.

The engine applies oil to its internal processes, allowing for all physical components to operate effectively.

The astrophysicist will apply his knowledge in order to determine future activity of the Sun, including solar flares.

Verb 36: Appoint (Synonym: Assign)

The school administrator appointed a new teacher to lead the Science department and teach chemistry and physics.

The Supreme Court of the United States appoints a new judge (e.g. justice) only after another one dies or resigns.

The wealthy businessman will appoint an attorney to read his will after he dies.

Verb 37: Approach (Synonym: Near)

The train approached the station just after midnight.

The plane approaches the runway, finally, after circling the airport three times.

The rising Sun will approach the eastern horizon at 5 a.m.

Verb 38: Approve (Synonym: Accept)

The manager approved the purchase of a laptop computer for the new employee.

Daily, the captain approves important processes and procedures that support the submarine's mission.

The wife will certainly approve of the roses her husband bought for her birthday.

Verb 39: Arbitrate (Synonym: Intervene)

The attorney arbitrated and kept the peace between two leading businesses of the same industry.

The Secretary of State arbitrates and does his best to help nations work together and trade successfully.

The Supreme Court will arbitrate in order to uphold the law regarding important legal and social issues.

Verb 40: Arrange (Synonym: Organize)

The child arranged the blocks in a freeform manner.

He arranges his desk so that he can easily locate things.

I will arrange a business trip to Australia this fall.

Verb 41: Articulate (Synonym: Clarify)

In class, the teacher articulated the subtle differences between policy and procedure.

The salesman articulates the major differences between his product and others during his brief presentation.

Tomorrow, the Dean of Students will articulate the similarities and differences between Chemical, Electrical, and Mechanical Engineering majors.

Verb 42: Aspire (Synonym: Strive)

The soccer player aspired to shoot on the goal every time he got within the zone-marked area.

The software developer aspires to release functional code at the end of each two-week sprint (work cycle).

Using this approach, the entrepreneur will aspire to attain higher and higher profit margins as his business grows.

Verb 43: Assemble (Synonym: Unify)

The child successfully assembled the jigsaw puzzle parts and was able to recreate the image shown on the box.

The student congress assembles once a week to discuss important campus issues impacting all undergraduates.

The U.S. Presidential candidates will assemble for political debates, infrequently, over the next fifteen months.

Verb 44: Assimilate (Synonym: Comprehend)

The young mathematics student carefully assimilated the instructor's lesson and examples in order to use the new formula and problem-solving approach.

The medical doctor assimilates data taken from laboratory results, patient feedback, and physical examination in order to arrive at an accurate diagnosis.

The developer will assimilate information from the latest seminar with his current programming and software engineering knowledgebase.

Verb 45: Assign (Synonym: Authorize)

The Operations manager assigned the engineer with several complex tasks in order to audit the system's performance and reliability.

The Sales manager assigns fresh leads each Monday morning to his Sales and Marketing team members.

The Army General will assign the most difficult military operations and assignments to the Rangers team.

Verb 46: Assist (Synonym: Help)

The nurse assisted the doctor by drawing blood from the male patient and documenting his body temperature.

On a daily basis, interns assist reporters by gathering incoming information through the 24/7 news desk.

The social worker will assist the young, single mom by providing her with critical health, living, social, educational, and professional information.

Verb 47: Assure (Synonym: Comfort)

The software manager assured his development team that the project would follow a tight but organized schedule and that the code would deploy without delay.

The father assures his children that perseverance is the best path to completing daily homework assignments.

The police chief will assure the community that emergency resources are available if a hurricane or storm approaches.

Verb 48: Attain (Synonym: Realize)

The farmer attained his primary goal of harvesting the crop before the end of September, beating the frost.

The manufacturer attains his weekly production goals by working closely with his employees and foreman.

The battleship commander will always attain his objectives by communicating transparently with naval headquarters and those who report to him.

Verb 49: Attend (Synonym: Visit)

My wife and I attended our nephew's wedding.

The student attends all of his college classes because his professors give credit to those who go to class.

The parents will attend their child's college graduation ceremony this coming spring.

Verb 50: Audit (Synonym: Inspect)

The FAA contractor audited the aviation company's product performance to ensure public safety.

FINRA audits financial companies to ensure economic and investment market stability and confidence.

The technical writer will audit the company's decision tree to make sure that all internal processes and procedures are cost-effective and cost-efficient.

Verb 51: Author (Synonym: Compose)

I authored two professional books in 2018: *365 Technical Writing Tips* and *365 Stellar Soft Skills*.

A great writer authors a book with care and dedication because he/she has important information to share or a great story to tell.

As long as I have the time and energy, I will author books that will positively contribute to the lives of my readers.

Verb 52: Authorize (Synonym: Empower)

The security guard authorized the vehicle to pass through the entrance gate and proceed toward the main building.

The editor authorizes the writer to use classified government information in order to create an insightful and thought-provoking news article.

The U.S. Department of Homeland Security (DHS) will authorize cities and states to use and access emergency government funds to help survivors of extreme weather like hurricanes, tornados, earthquakes, fires, and storms.

Verb 53: Automate (Synonym: Robotize)

In the 1950s, the U.S. Postal Service (USPS) automated its mail processing services by installing and utilizing a complex series of conveyer belts at its many locations.

Programmers automate software testing by using scripts which run a series of commands that reveal if the software is able to deal with a wide array of user needs.

Artificial Intelligence (AI) platforms will soon automate common customer service and sales calls, using data from major insurance, banking, and credit companies.

Verb 54: Avert (Synonym: Avoid)

The chef averted a major kitchen disaster by using less oil than the deep fried turkey recipe demanded.

The smart person averts financial troubles by never giving out his/her social security number.

The company will avert insolvency by collecting deposits on all sales instead of awaiting post-sales payments.

Verb 55: Avoid (Synonym: Dodge)

The student avoided television, radio, and internet distractions and then completed his/her homework.

The business analyst wisely avoids misinformation by working with more than one credible data source.

You will avoid serious health problems in the future by sleeping well, hydrating, exercising, and listening to the advice of your doctor, dentist, and nutritionist.

Verb 56: Balance (Synonym: Equalize)

The mechanics of the distant past balanced tires using small metal weights and magnets.

I balance my busy work day with walks, text chats with my wife, meditation music, and inspirational reading.

The professor will balance the programming class content with student exercises, tests, and research projects.

Verb 57: Begin (Synonym: Commence)

I began college when I was eighteen years old.

Nora O'Donnell, the current CBS News anchor, begins her daily news broadcast with "Hello and Good Evening."

Agile software projects in the future will begin development sprints (cycles) by first pulling general tasks from the "to-do" coding backlog.

Verb 58: Benefit (Synonym: Further)

The donations fund benefitted those affected by the recent tornado that passed through town.

One successful, local business woman benefits other female entrepreneurs by giving a free management class at the town's community center every Friday night.

Microsoft Visual Studio users will soon benefit from research Microsoft has conducted, showing that the Interactive Development Environment (IDE) works best from the Microsoft Azure cloud and not from a local corporate intranet location.

Verb 59: Blend (Synonym: Mix)

The musician blended tones from Jimi Hendrix and Eric Clapton to create a truly unique yet solid blues sound.

The bartender blends tonic water with lemonade and crushed ice to make a smooth yet tart summer drink.

The graphic designer will blend different files, tools and resources using Adobe Photoshop to create truly amazing infographics and images.

Verb 60: Bond (Synonym: Connect)

I bonded with the captain of the basketball team when I was in middle school; I soon joined the team.

The venture capitalist bonds with the entrepreneur and within a month a new investment fund is created.

I believe that banks will soon bond with cryptocurrencies because this innovative financial avenue will offer them new paths to profit and economic prosperity.

Verb 61: Boost (Synonym: Promote)

The free giveaway boosted the sales of three products.

Placing the router in the middle of your home boosts the general Wi-Fi signal.

The creation of an insightful white paper will boost sales because customers will then see the product's true value and cost-benefit.

Verb 62: Brainstorm (Synonym: Invent)

Before writing my 2014 book "The Google Productivity Guide," I brainstormed ideas using index cards and diagrams annotated on my small white board.

The team brainstorms solutions using business cases and realistic scenarios that define the company's clientele.

Emerging companies will brainstorm ideas and solutions using both empirical data and future projections using Artificial Intelligence (AI).

Verb 63: Broaden (Synonym: Augment)

Students once broadened their horizons and cultural understanding by learning a foreign language. In high school, for example, I studied French for three years and then visited Bordeaux, France for two weeks.

Young professionals broaden their horizons, today, by downloading and experimenting with new apps, coding languages, and mobile technologies.

Google will soon broaden its market base by expanding into Russia, China, and Africa, according to some blog posts I recently read.

Verb 64: Bring (Synonym: Deliver)

The teacher brought cookies to class in order to reward those students who were attentive, positive, and truly participatory.

The trainer brings - to each live presentation – her total knowledge and understanding of not only the product but also its market sector.

The defense attorney will bring, to the judge, the best possible argument and provable data in order to represent his client successfully.

Verb 65: Budget (Synonym: Ration)

The accountant budgeted funds effectively and the company was able to increase its profit margin by an incredible ten percent.

The financial planner budgets client expenditures with great caution so that they do not have to remove money from their saving or 401K accounts.

The City of Miami will carefully budget and manage its annual revenues because it is being audited by state government officials from Tallahassee, Florida.

Verb 66: Build (Synonym: Construct)

I once built Windows software applications using Microsoft Visual C and a text editor called Brief.

Microsoft .NET developers, today, build web, desktop, and mobile software using the Microsoft Visual Studio Interactive Development Environment (IDE).

Google software developers will often build apps and systems using proprietary languages like GO.

Verb 67: Buy (Synonym: Purchase)

The computer hacker bought his i7 laptop with 64 Gigabytes (GB) of Random Access Memory (RAM) and a one-terabyte (TB) hard drive on eBay for three-hundred dollars (USD).

Car flippers buy both used cars and auctioned cars and then resell them after they are fixed up and cleaned well.

Corporate raiders like the fictional Gordon Gekko (GG) of the movie “Wall Street” will buy troubled companies by buying a majority of their general and preferred stock. Then, the raider legally divides the company into smaller entities and assets, sells them off, and makes a profit.

Verb 68: Calculate (Synonym: Tally)

Students in the 1970s once calculated the total of two numbers by manually adding them together using a blank sheet of paper.

Microsoft Excel calculates the total of all numbers in a column when you first select the individual cells and then click on the Sum button.

Money transfer apps like Cash App will calculate more than just your account balance. The app informs you of money received, money sent, and much more.

Verb 69: Capitalize (Synonym: Exploit)

Businesses in the 1980s capitalized on local market trends since the worldwide web was still being developed.

Apple computer capitalizes on end-users who are not very good with high-tech items like the smartphone. This is why iPhone sales are incredibly high.

Solar Panel companies will capitalize on the fact that Earth's energy resources like oil are limited while sunlight is virtually unlimited.

Verb 70: Capture (Synonym: Secure)

The intern captured images by using a digital camera.

The Computed Tomography (CT) scanner captures important body images that enable a doctor to diagnose his/her patient with great accuracy.

Orbiting satellites will capture images on Earth as small as penny if ordered by legitimate government authority.

Verb 71: Carry (Synonym: Transport)

When I was a high school student in the 1980s, I carried textbooks for all of my classes in a large book-bag.

Insurance companies carry the risk covered by the purchased policy. For example, auto insurance protects you against accidents and negligent drivers.

There is a famous poem. It goes like this: “I will carry you when your burdens are too great. If you look into the sand and see only one set of footprints, it is because I am carrying you and not because I have abandoned you.”

Verb 72: Categorize (Synonym: Classify)

The Project Manager (PM) categorized all of the major tasks that the team had to do that week, using Microsoft Project software.

Technical writers generally categorize software documentation into two parts: internal (development documents) and external (end-user documents).

Executives will categorize and prioritize their tasks and responsibilities in accordance with mandates from their company’s board of directors and/or owners.

Verb 73: Catch (Synonym: Secure)

The baseball player caught the ball after it was thrown to him by another team member.

Proofreading software catches grammatical errors.

A great software developer will catch both syntax and logic errors, especially when he/she knows the coding language well.

Verb 74: Caution (Synonym: Warn)

The lifeguard cautioned beachgoers about the high winds and riptides, advising them to stay out of the water.

The IT security officer cautions company employees about the latest in IT security issues, concerns, patches, and fixes in his weekly email to everyone.

The police officer will caution drivers about the small crack in the road's pavement resulting from the 4.0 earthquake.

Verb 75: Centralize (Synonym: Concentrate)

The pilot centralized the plane's path so that it was able to land on the runway with ample distance.

The company's owner centralizes major meetings, using cities like St. Louis and Memphis, so that those from offices on both coasts are spared long plane rides.

U.S. military operations in the Middle East will centralize in the Persian Gulf because it can then promote peace with countries like Syria, Iran, Iraq, Israel, and Turkey.

Verb 76: Chair (Synonym: Control)

The president of the debate club chaired a meeting where teams discussed debate length and terms.

The rotary club chairs monthly community meetings where important local topics are discussed.

The Veterans of Foreign Wars (VFW) center will chair a memorial-meeting tomorrow, honoring and remembering soldiers who died in wars like Vietnam and Korea.

Verb 77: Challenge (Synonym: Dare)

On July 11, 1804, Aaron Burr challenged former U.S. Secretary of the Treasury Alexander Hamilton to a duel.

The mathematics professor challenges himself by solving both theoretical and practical math problems.

The underdog will challenge the bully as soon as he learn to fight and gets into better physical shape.

Verb 78: Change (Synonym: Modify)

The consulting firm changed its business model in order to be able to work with emerging platforms like mobile devices and cloud computing.

The wind changes its direction when there are approaching higher or lower weather pressure fronts.

Jimmy Page will change his mind about reuniting Led Zeppelin only if Robert Plant agrees to sing.

Verb 79: Characterize (Synonym: Describe)

President Trump once falsely characterized Mexico as a country that is not on friendly terms with the USA.

Republicans should not falsely characterize Democrats.

Democrats should not falsely characterize Republicans.

The press will sometimes characterize politicians, to get attention.

Verb 80: Charge (Synonym: Load)

Last night, I charged my cellphone using a local outlet.

The technician generally charges batteries using a special cable and a dedicated energy source.

The air conditioner will charge itself by rebooting after the electric grid goes down and returns.

Verb 81: Charter (Synonym: Reserve)

The rock group chartered an old Greyhound bus during its early band days.

The fisherman charters a boat from Key Largo, Florida to go deep sea fishing.

Moguls will usually charter a corporate plane instead of buying one because such a move is more cost effective.

Verb 82: Check (Synonym: Verify)

The pilot checked all instruments in the cockpit twice before beginning the plane's ten hour flight.

A great IT admin checks the wellness of the computer system – hardware, software, connections and otherwise – early each day before things get busy.

The immigration lawyer will check her schedule to see if she can meet with two more clients in the late afternoon.

Verb 83: Circulate (Synonym: Distribute)

The teacher circulated the book among students by requiring each of them to sign the book out at the beginning of the day and sign the book out at the start of the next day.

Blood circulates in the body by flowing out from the heart, full of oxygen, through the arteries, and then returning to the heart, through the veins, after all oxygen has been consumed.

The IRS auditor will circulate between departments until he is able to complete his financial report.

Verb 84: Clarify (Synonym: Define)

The attorney clarified his point by referring to a document recognized by the court.

The manager clarifies his instructions, daily, by referring those on his team to his Microsoft Project roadmap.

The judge will clarify his ruling by referring both attorneys to several previous cases that arrived at the same conclusion and decision.

Verb 85: Classify (Synonym: Arrange)

The Air Force General classified strange phenomena reported by his pilots as “Unexplained Natural Events.”

The IRS Tax Code classifies businesses according to not only “goods” and “services” but also “type of good” and “type of service.”

Software developers will classify blocks of code according to the role they play in the overall system.

Verb 86: Clean (Synonym: Polish)

The homeowner cleaned the home before guests arrived.

The employee cleans his/her desk every Friday so that when returning to work on Monday, all is in good order.

The aircraft technician will clean the exterior of the jet every time it lands after traveling 3000 miles.

Verb 87: Clear (Synonym: Erase)

The instructor cleared the board after the lesson.

The IT admin clears all temporary files once a week; this is done at the Operating System (OS) level.

This new machine will soon clear all oceans, worldwide, of trash and debris; it runs exclusively on solar power.

Verb 88: Coach (Synonym: Lead)

I coached youth soccer in the late 90s, serving the Dania, Florida Optimist Society.

The ex-pro athlete coaches high school basketball now; his team has won the division title three times so far.

Dan Marino, former Miami Dolphins quarterback, will periodically coach and mentor the current Dolphins team manager this fall, according to local newspapers.

Verb 89: Code (Synonym: Formulate)

The software developer coded the app by using proven C language libraries in order to save on time and testing.

Google employees and contractors code many apps using a proprietary language called GO.

Soon, Artificial Intelligence (AI) platforms will code and develop software systems using languages and logic that will be hard for human beings to understand.

Verb 90: Collaborate (Synonym: Cooperate)

In the 1980s, Steve Jobs and Bill Gates collaborated, enabling both of their companies to produce great operating systems: Mac OS and Windows OS.

Developers and business analysts collaborate in order to produce key software requirements documentation.

In the future, China and the US will collaborate in order to sidestep future economic and/or political disaster.

Verb 91: Combine (Synonym: Unify)

In the 1990s, Steve Jobs combined the technologies of NeXT and Apple Corporations to create what is known today as the Yosemite Operating System.

The natural supplement fish oil combines all ingested nutrients and vitamins with its own natural oil-properties, allowing for optimal absorption into the body.

Space X - one of Elon Musk's companies – will soon combine advanced and proven rocket technology with experimental aviation/aerospace engineering technologies, enabling man to reach/colonize Mars.

Verb 92: Commence (Synonym: Start)

The doctor commenced the procedure by administering a sedative to the patient.

Fall semester at the university commences after Labor Day weekend, when temperatures in the Northeast start to drop and leaves start to change colors.

The author will commence his next book after market research is concluded and after its scope is finalized.

Verb 93: Communicate (Synonym: Explain)

The software architect communicated his system design to others at the company by creating a detailed flowchart.

The news anchor communicates with the television audience by speaking slowly, clearly, and mindfully.

The CEO will communicate his new business plan to the company this afternoon using a Skype for Business video broadcast that all employees can watch via their Google Chrome web browser or Mobile Skype app.

Verb 94: Compile (Synonym: Organize)

The strategist compiled survey results for the politician; they were then able to formulate a better approach to the campaign and upcoming debates.

Every Friday, the report writer compiles data gathered by the company and then generates a consolidated report used by executives to review goals and milestones.

The software developer will compile the final source code this coming weekend in order to produce a stand-alone executable file that runs on the Windows OS.

Verb 95: Complement (Synonym: Balance)

The new shoes complemented the suit worn by the job candidate.

A teaspoon of sugar or honey complements and offsets the medication's bitter taste.

Oversized tires will complement the truck with its extended payload and heavy V-8 engine.

Verb 96: Complete (Synonym: Finish)

The basketball player completed the game with a successful three-point shot through the hoop!

The student completes her homework each afternoon after classes are done. Then, she can enjoy her evenings with friends and extracurricular activities.

The author will complete the book once it is edited, proofread, reference-checked, and approved by the assigned editorial and business development staff.

Verb 97: Compliment (Synonym: Praise)

The mayor complimented the Fire Chief by mentioning his amazing record of putting fires out and saving lives.

The Chief Operating Officer (COO) always compliments his workers when they do exceptional work.

The life coach will compliment his students *only* after achieving specific and well-defined goals and milestones.

Verb 98: Compose (Synonym: Write)

The journalist composed her article after interviewing the accident victim and reviewing the police record.

The guitarist composes most of his songs while on the road, after meeting different people with different paths, dreams, and experiences.

The graduate student will compose the required doctoral thesis after collecting all necessary data and reviewing requirements specified by the approval committee.

Verb 99: Compute (Synonym: Calculate)

The programming student computed the total number of possibilities using an algorithm written in BASIC.

The software application computes the total number of sales calls and appointments set each day by 6 pm.

Actuarial science software will compute, fairly accurately, how long you will live based on information about your health, current age, career, schooling, and lifestyle.

Verb 100: Concentrate (Synonym: Focus)

The magician concentrated his energies on the trick and was able to amaze the entire crowd that was watching.

Yoga practitioners concentrate their mind on breathing.

The CFO will concentrate his time on profit reinvestment strategy so that the company can earn almost-sure dividends and minimize its general capital risk.

Verb 101: Conclude (Synonym: Determine)

The reader concluded that the main character of the story chose the right path and fought for the best cause.

The meteorologist concludes that a low pressure front will pass over the area, after reviewing NOAA forecasts.

The stock market analyst will conclude that returning to the gold standard will solidify U.S. dollar valuation.

Verb 102: Condense (Synonym: Summarize)

The quality analyst condensed his software testing report from ten pages to three pages, focusing on critical bugs.

Translators condense long statements in language A into short and meaningful sentences in language B that provide the client with insightful and clear information.

The baker will condense chocolate syrup using heat so that it can then be used to create letters, numbers, and messages on the cake's external fondant layer.

Verb 103: Conduct (Synonym: Behave)

The English tourist conducted herself politely during her visit to Hong Kong after it returned to Chinese power.

The Google Search Engine team conducts weekly audits and metadata inspections of the entire Internet, usually on Sunday evenings.

The White House will soon conduct two daily public tours, one in the morning and one in the afternoon.

Verb 104: Connect (Synonym: Join)

The police detective connected the dots, proverbially-speaking, and was able to solve the crime's puzzle.

The server connects with outside laptops and devices using security software that employs MAC tokens.

The U.S. submarine will connect and chat with the Russian submarine by using a secret international code.

Verb 105: Consider (Synonym: Acknowledge)

The hiring manager considered the essays of the top three candidates before making her final decision.

Technical writers consider inputs from both managers and subject matter experts when writing documentation.

The scientist will consider empirical data that originates from credible and time-tested information sources.

Verb 106: Consolidate (Synonym: Centralize)

Simon Bolivar consolidated his armies to take on Spanish armies during his mission of liberating Latin America.

Many companies today consolidate power and presence by uniting under a common brand-based umbrella. Alphabet Corporation is a great example of (former) Google consolidating all of its assets and technologies.

The business development team will consolidate marketing and sales efforts, now, in cities that have more than one-million residents.

Verb 107: Consult (Synonym: Discuss)

Facebook Corporation consulted with many international bankers, lawyers, and accountants before creating its new cryptocurrency called “Libra.”

I consult with my primary care doctor twice a year.

I will consult with my dentist, also, twice a year.

Verb 108: Contact (Synonym: Reach)

The expat living abroad in Thailand contacted the embassy in Bangkok in order to renew his visa, passport, and international driver's license.

The U.S. President usually contacts the Russian and Chinese Presidents using a special, secure phone line.

College students will usually contact their professors if they have a health issue or if a paper will be turned in late.

Verb 109: Continue (Synonym: Proceed)

The westward-bound 1800s caravan continued through the Rocky Mountains after first making peace with the local Indian tribes of the Great Plains.

Microsoft Windows continues to lead the world's Operating System (OS) market for desktop, laptop, and notebook computers.

The patient will continue treatment prescribed by his doctor until the infection is completely eliminated.

Verb 110: Contribute (Synonym: Add)

The content specialist contributed to the emerging success of the company by writing online articles that, together, received over one-million views.

Verb 111: Control (Synonym: Command)

The lawyer controlled his courtroom arguments carefully.

The CEO controls his company successfully by speaking, acting, voting, traveling, meeting, writing, and deciding with total and undeniable transparency.

I personally believe that Space X will control the future of not only space travel but also space exploration.

Verb 112: Convert (Synonym: Switch)

The cable converted the signal from analog to digital.

The weather app converts temperatures in Fahrenheit to Celsius and visa-versa.

Google Search will convert currencies from one - like the U.S. Dollar (USD) - to another - like the Mexican Peso - as soon as you type one into the data-entry field.

Verb 113: Convey (Synonym: Transmit)

The new children's book conveyed a simple message: we are all in this life together.

The radiologist conveys important messages and image results to other doctors using a special courier service.

The teacher will convey the most important parts of the lesson at the end of class during her wrap-up summary.

Verb 114: Convince (Synonym: Persuade)

The attorney convinced the judge to throw the charge out because the evidence, at best, was circumstantial.

The salesman convinces the customer that his product is the best one out there. He closes the sale quickly.

The business investor will convince the bank to loan him \$10,000 USD because he has specific data revealing the consistent and enduring strength of the market.

Verb 115: Coordinate (Synonym: Organize)

The project manager successfully coordinated the efforts of all team members: technical writers, editors, technical illustrators, proofreaders, and subject matter experts.

On a daily basis, the school principal coordinates and manages the schedules of all teachers, tutors, coaches, and school office staff members.

The Office of Emergency Management (OEM) will coordinate local recovery and safety efforts to ensure the well-being of all citizens and residents.

Verb 116: Copy (Synonym: Duplicate)

The programmer copied the source code file and uploaded it to the live production server.

The parrot copies the sounds of others and then tries to reproduce this sound. This is called “parroting.”

The IT manager will copy the final deliverables of his team and post these files onto CTO's private cloud.

Verb 117: Correspond (Synonym: Communicate)

In the distant past, friends and relatives corresponded with one another through formal, written letters.

Today, good friends correspond through text messages and private chats using apps like Facebook Messenger and Google Hangouts.

In the future, people will most likely correspond using holograms and virtual messaging technologies.

Verb 118: Counsel (Synonym: Advise)

The teacher compassionately counseled and tutored the student who was struggling with his math homework.

The hospital administrator counsels all medical professionals who work for him, guiding them toward the very best in resources that will help them with their jobs.

The minister will always counsel and console those who have been shaken by illness, tragedy, and death.

Verb 119: Create (Synonym: Design)

The painter created his drawing using only oil paints.

The musician creates acoustic CDs by playing and taping songs in a special recording studio.

The author will create a best-selling book very soon!

Verb 120: Critique (Synonym: Evaluate)

Bill Gates critiqued several books last month, via his famous book club and website “Gates Notes.”

FAA auditors critique product documentation composed by companies that operate only with the formal permission and approval of the FAA.

Political analysts will critique speeches, debates, and statements made by both Democratic and Republican U.S. Presidential candidates seeking office in 2020.

Verb 121: Cultivate (Synonym: Tend)

The farmer benevolently cultivated his crops by using fresh water, sunlight, natural pesticides, and natural soil sprays.

The student cultivates knowledge by attending classes, completing homework assignments, and studying with others for important tests.

The salesperson will cultivate business relationships by making voice calls, sending emails, blogging, and conversing one-on-one with apps like FaceTime.

Verb 122: Deal (Synonym: Manage)

The manager dealt with the issue early this morning.

The electrician deals with complex wiring issues by referring to his Journeyman’s Reference Guide.

The CEO will deal with the bank manager tomorrow.

Verb 123: Debate (Synonym: Discuss)

Two pre-law college students recently debated about the environmental implications of climate change.

Former Vice President Joe Biden and Senator Kamala Harris frequently debate about major national issues such as racism, healthcare, and education.

The leading Republican and Democratic U.S. Presidential candidates will debate each other several times before elections are held in the fall of 2020.

Verb 124: Debug (Synonym: Correct)

The developers debugged the terse C# code using the popular tool *Intellisense* in Microsoft Visual Studio.

C language programmers frequently debug source code using a functional strategy that employs “break points.”

The software development manager will debug the troubled source code *only* if his team cannot fix it.

Verb 125: Decide (Synonym: Resolve)

The truck driver decided to take an alternative route when the main highway was shut down.

The IRS decides who – individuals and businesses – it will audit and investigate regarding submitted tax returns.

The doctor will decide how to treat the patient after first reviewing blood and X-ray tests.

Verb 126: Dedicate (Synonym: Devote)

The parent dedicated one hour each evening to reading short stories to her two young children.

The project manager dedicates two weeks of study each year toward professional PMI recertification.

The yogi will dedicate his life to God by vowing to meditate constantly, honoring silence and poverty.

Verb 127: Deduce (Synonym: Conclude)

The investigator deduced that the suspect was innocent when he discovered he was never at the crime's location.

The police officer deduces that the motorist is lost when she turns left onto an unmarked dirt road.

The judge will deduce that the defendant is innocent after hearing his alibi.

Verb 128: Define (Synonym: Detail)

The engineer defined the device's rate of deployment after studying videos and OEM product documentation.

The architect defines the general size of the home or structure after first determining the size and layout of its foundation.

The band manager will define and determine the length of the rock show after receiving the official set list.

Verb 129: Delegate (Synonym: Entrust)

The foreman delegated important manufacturing decisions to the lead technician on duty.

The U.S. President often delegates important political tasks to the current U.S. Secretary of State.

The Chief Technology Officer (CTO) will delegate the task of weekly server updates to his lead IT administrator.

Verb 130: Demand (Synonym: Request)

The large crowd in Puerto Rico recently demanded that its governor step down and resign.

The innocent prisoner demands justice because he was unfairly and incorrectly accused of a serious crime.

The surgeon will demand adequate supplies and resources so that he can perform all of his operations perfectly.

Verb 131: Deploy (Synonym: Launch)

The security software company deployed its latest system update this past Sunday evening.

The U.S. Navy deploys its team of seals whenever it needs to conduct a secret mission or extract an important individual asset from a contentious foreign land.

The U.S. Army will deploy troops abroad for both military and peacekeeping missions.

Verb 132: Deliver (Synonym: Transport)

Uber Eats delivered the family dinner to the address given in its app, on time and just before the big game.

The University President delivers his annual speech to the student body on September 1st, at the beginning of the academic year.

A key business development point for any company to share with its clients is that it will deliver its goods/services not only on time, but also with great established value.

Verb 133: Describe (Synonym: Characterize)

The child described the pediatrician as “really funny.”

The meteorologist describes each sunrise as “awesome.”

Dentists will often describe all cavities as “critical.”

Verb 134: Design (Synonym: Plan)

The architect designed the house with open-concept.

The engineer designs emergency aviation escape slides so that they deploy easily, quickly, and effortlessly.

The urban commission will soon design a new stadium for its popular baseball team.

Verb 135: Detail (Synonym: Enhance)

The car owner detailed and polished the car before he brought it to the sales auction.

The shirt designer details three separate color layers so that each one can be seen during the day and at night.

The report will detail all procedure facets so that all doctors, in the future, can benefit from such information.

Verb 136: Determine (Synonym: Conclude)

The doctor determined the patient's illness after reviewing the blood test report.

The attorney determines his client's motive after reviewing the clinical psychologist's legal report.

The seismologist will determine the true likeliness of a major earthquake once the new equipment is installed.

Verb 137: Develop (Synonym: Build)

Steve Wozniak, co-founder of Apple Computer, developed the first Apple computer in 1976.

Software companies develop new versions of their software to meet emerging customer needs.

Google Corporation will develop the world's first truly autonomous artificial intelligence system by 2030.

Verb 138: Diagnose (Synonym: Determine)

The radiologist diagnosed his patient correctly after reviewing the ten x-ray images that were taken.

The car mechanic diagnoses hard-to-find trouble spots by using a proprietary machine that reviews electrical and oil flow patterns throughout the engine.

The nutritionist will diagnose her patient's primary food allergy after a meal and snack questionnaire is completed.

Verb 139: Digitize (Synonym: Convert)

The recording studio digitized the artist's recordings into mp3 and mp4 media files for easy Internet distribution.

The historian digitizes century-old pictures of the town for weekly town hall viewings, using Microsoft Movie Maker.

The software trainer will digitize the system's most important user features using Camtasia Studio.

Verb 140: Diminish (Synonym: Lessen)

Applying toothpaste to the burn diminished the pain.

Politicians frequently diminish and discredit the accomplishments of other candidates by focusing on their mistakes made in the distant past.

The rain from the storm will diminish once the evening wind arrives and blows the rainclouds out to sea.

Verb 141: Dine (Synonym: Eat)

The two friends dined at a restaurant they used to frequent during their college days.

The police officer dines at the Main Square Bistro every morning at 6:00 am, after his all-night shift.

The U.S. President will dine at his desk today because he is overwhelmed with work: emails, calls and memos.

Verb 142: Direct (Synonym: Point)

In the distant past, operators directed phone calls from caller to recipient with the help of a switchboard.

The instructor directs his students to a specific web page that enables them to enter and update client data.

The police officer will direct traffic around the construction site by setting up a formal detour route.

Verb 143: Discuss (Synonym: Deliberate)

The software team discussed and explored the best options to roll back the system to its previous version to relieve users from a bug currently in production.

The police captain, each morning, discusses the most important tasks for his team to accomplish that day.

The fire chief will discuss, using a public demonstration, the best way for citizens to put out a stove fire.

Verb 144: Discover (Synonym: Learn)

The electrician discovered a better way to wire and set up the house's main fuse box.

The dedicated computer scientist discovers better and better ways to write code, debug code, and refactor code.

The mechanical engineer will discover a better way to convert sea water to fresh water once he gets funding for his startup that will research desalinization.

Verb 145: Diversify (Synonym: Expand)

The young entrepreneur diversified her products available for sale. At the beginning, she sold lemonade. Now, she sells chilled fruit juices, water, and vegetable smoothies.

The salesman diversifies his product presentations. Sometimes he uses a catalog. Sometimes he uses a web portal. Sometimes he uses a video or web chat.

The charter boat's captain will soon diversify his trips into local trips and deep sea expeditions.

Verb 146: Document (Synonym: Write Down)

The secretary documented what her boss said in the early morning meeting and then shared these notes with the rest of the company through a general email.

The technical writer documents important software functionality so that the end-user is able to harness the power of such high-tech features.

The computer programmer will document his source code using a tool that creates both comments and diagrams detailing its objects and class hierarchies.

Verb 147: Donate (Synonym: Contribute)

The passer-by donated a dollar to the street-side musician by throwing four quarters into his guitar case.

Students often donate their time and energy to causes that they passionately support and endorse.

The lawyer will donate one day each month to pro-bono (free) legal services for those who cannot afford her usual two-hundred dollar per hour consulting fee.

Verb 148: Divide (Synonym: Partition)

The chef divided the pizza into eight perfectly even pieces using his new Italian pizza cutter.

The project manager divides the task into three distinct parts and assigns each part to a team member.

The National Security Agency will soon divide border security into three specific areas: air, land, and sea.

Verb 149: Double (Synonym: Duplicate)

The baker doubled the cookie batch by adding extra flour, sugar, milk, eggs, and chocolate chips.

In Florida, rainfall doubles when both humidity and temperature are very high.

The stock investor will surely double his rate of return after studying charts prepared by his market analysts.

Verb 150: Draft (Synonym: Draw Up)

The technical writer drafted his initial end-user guide after interviewing developers and subject matter experts.

The business analyst drafts all functional requirements after meeting with architects and data engineers.

The pawn shop will draft a purchase proposal after having the 60s guitar inspected by a seasoned guitar technician.

Verb 151: Draw (Synonym: Attract)

The musician's bright red suit drew attention from the entire concert crowd, fans and non-fans alike.

The account holder draws money out of the checking account once a month to pay bills and go shopping.

Remember this popular camping fact: fresh bait on the hook will draw all kinds of awesome fish to the line.

Verb 152: Drive (Synonym: Transport)

The cabbie drove the customer to the airport.

The trucker drives an eighteen-wheel rig across the nation once a week, from Los Angeles to Atlanta and visa-versa.

Earnest demand for this new product will drive sales currently and for many years into the future.

Verb 153: Earn (Synonym: Generate)

In the 1980s, I earned about ten dollars per hour from mowing lawns, cutting firewood, and raking driveways.

The sales representative earns a twenty-percent commission on every sale that is closed.

The professor will earn the respect of his students once they experience his amazing knowledgebase.

Verb 154: Edit (Synonym: Revise)

The teacher edited the syllabus; now there will only be one quiz per week and no final examination.

Technical writers edit user guides and release notes based on feedback given by managers and subject experts.

The book publisher will edit the final manuscript after consulting with the author.

Verb 155: Educate (Synonym: Instruct)

The piano teacher educated the new student in scales and primary chords and progressions.

The Massachusetts Institute of Technology (MIT) educates its students primarily in computer systems, science, economics, and engineering.

Udacity will educate its students in technical areas important to leading corporations like Apple, Google, Facebook, Amazon and Microsoft.

Verb 156: Elaborate (Synonym: Expand)

The manager elaborated upon his weekly presentation so that all team members knew exactly what to do.

The mindful parent elaborates on the dangers of texting and driving to her three teenage children.

The political candidate will elaborate on the importance of equal worker rights, student loan forgiveness, universal health insurance, and fair taxes.

Verb 157: Embrace (Synonym: Grasp)

Abe Lincoln embraced the Emancipation Proclamation.

The mother embraces her child each morning.

The general will embrace alternative strategies when he learns that the enemy knows about his lead strategy.

Verb 158: Empower (Synonym: Entrust)

The Chief Information Officer (CIO) empowered his deputy CIO with the task of implementing Microsoft Office 365.

Every day, the Sun empowers trees across the planet to ingest carbon dioxide and produce oxygen.

Optimal physical and mental health will empower you to take on great challenges at work and at school.

Verb 159: Enable (Synonym: Allow)

The hand-controlled wheelchair enabled the accident victim to leave the hospital and complete his recover at home and in the company of friends and family.

The service elevator enables heavy cargo to go from trucks at the ground level to high-level floors at hotels, hospitals, and commercial buildings.

The refurbished guitars will enable the band to perform with impeccable tone and clarity for the crowd.

Verb 160: Enforce (Synonym: Impose)

The local police department enforced a curfew after several violent crimes were committed in the area.

The Human Resource department enforces policies and procedures detailed in the employee handbook.

The future president of Venezuela, hopefully, will enforce and uphold positive democratic ideals and principles.

Verb 161: Enhance (Synonym: Improve)

The job candidate enhanced his résumé by detailing his major accomplishments in the Professional Summary section, before the Work Experience section.

Cleaning the gutter enhances the flow of water to the drainage pipe.

The software company will enhance its market reach by hiring ten business development managers.

Verb 162: Enlighten (Synonym: Educate)

The teacher enlightened his students regarding the symmetries that can be found in mathematics.

Buddhist masters enlighten their students through mantras, meditation, and compassionate living.

The physics professor will enlighten his students about an advanced acceleration formula once they have completed the necessary lab work.

Verb 163: Enlist (Synonym: Join)

The high school graduate enlisted in the U.S. Marines and within three weeks began training at Parris Island.

The college newspaper enlists written and cultural talent from both students and faculty members.

The Red Cross will enlist certified nurses and doctors in case there is a natural catastrophe mandating medical care and treatment of victims and survivors.

Verb 164: Ensure (Synonym: Guarantee)

The basketball coach ensured the student athletes that the training exercise was both physically safe and strategically productive.

The Army Corp of Engineers ensures that the bridge is strong enough to support twenty tractor trailer rigs, fully-loaded, at one time.

The U.S. Surgeon General will ensure that leading a healthy lifestyle will lead to a longer, happier life.

Verb 165: Entertain (Synonym: Amuse)

In the past, the jester entertained the king's court.

The rock band KISS entertains its fans – live - with not only great songs but also a great light and smoke show.

The next U.K. download concert will entertain over one million fans, concertgoers, and music enthusiasts.

Verb 166: Establish (Synonym: Set Up)

The United States of America established its first national capitol in the city of Philadelphia in 1790.

A great novel establishes the presence, importance, and general role of the protagonist in the first ten pages.

Google Corporation will establish over twenty data centers in the U.S. by 2025.

Verb 167: Evaluate (Synonym: Judge)

The science teacher evaluated her students' comprehension by reviewing their lab projects.

Patients sometimes evaluate experimental drugs given out as free samples by their medical doctor.

The customer will evaluate the new car after taking it for a test drive and inspecting its engine.

Verb 168: Examine (Synonym: Analyze)

The crime scene detective examined the glass using a special powder that helps to locate fingerprints.

The microbiologist examines blood samples using a high-frequency light microscope.

The university registrar will examine the final transcripts of all senior students prior to graduation, ensuring that they have met all academic requirements.

Verb 169: Execute (Synonym: Complete)

The C programming student executed the source code instructions in Code Blocks by pressing the F5 button.

Double-clicking on a Windows program icon executes and runs the application.

The stage director will execute his cues to the actors using a tiny microphone attached to the left ear.

Verb 170: Exercise (Synonym: Use)

Women first exercised their right to vote in 1920.

A person who wishes to say nothing, so that he/she does not self-incriminate, exercises the 5th Amendment right.

In the case of extreme civil unrest, the U.S. President will surely exercise his right of applying Executive orders.

Verb 171: Expand (Synonym: Broaden)

English colonies, before the Revolutionary War, expanded their land sizes by granting land to settlers willing to cultivate the land for crops and lumber.

Language experts expand their knowledgebase by applying their language skills to science, the arts, culture, travel, sports, politics, and technology.

The Hubble space telescope will expand its “look” into deep space with the help of improved computer technology and state-of-the-art viewing cameras.

Verb 172: Expedite (Synonym: Hasten)

The meeting was expedited by limiting each participant to sharing only two important points.

Doubling the random access memory (RAM) in the laptop computer expedites the build-time of the video app.

The politician expedited his journey by taking a non-stop flight instead of two flights that connect in Atlanta.

Verb 173: Explain (Synonym: Clarify)

The news reporter explained the reason for the resignation of the U.S. Director of National Intelligence, Mr. Dan Coats.

The mathematics professor explains algebra, geometry, trigonometry, and calculus with great ease.

The doctor will explain the diagnosis to the patient with great compassion and mindfulness.

Verb 174: Explore (Synonym: Investigate)

Christopher Columbus explored the Americas in the late 1400s for Spain's Queen Isabella.

The quality assurance team explores all system functionality to make sure there are no bugs and that client data is secure and uncorrupted.

China will soon explore the dark side of the Moon, according to several news reports.

Verb 175: Express (Synonym: Convey)

The representative expressed his view at the last congressional hearing.

The well-respected political blogger expresses his views online and on the popular TV network CNN.

The teacher will express his insights into mathematics by showing students how to use complex formulas.

Verb 176: Fabricate (Synonym: Fake)

The market research firm fabricated employment data in order to meet the demands set by upper management.

Unethical sales professionals fabricate product information to impress the customer and close the sale.

Politicians will sometimes fabricate information to show constituents and campaign supporters they are dedicated to specific causes and concerns.

Verb 177: Facilitate (Synonym: Make Easier)

The surgeon facilitated the operation by asking the patient to fast for twenty-four hours.

Amazon delivery drivers facilitate their routes by using iPads and a proprietary logistics app.

Humanity will facilitate recycling, worldwide, by placing plastics and cardboard in one bin and all other trash into another bin for local garbage collection.

Verb 178: Familiarize (Synonym: Acquaint)

The recent immigrant familiarized herself with the English language by watching soap operas and by reading the daily newspaper.

The student familiarizes himself with trigonometry by completing all of the extra credit homework assigned by the mathematics teacher.

The database administrator will familiarize himself with recent updates by running a database scanning tool.

Verb 179: Field (Synonym: Catch)

The second baseman fielded the ball and threw it to the first baseman just in time to get the out.

The shortstop fielded a solid drive from the batter by jumping up and catching it in the air.

The politician will field questions from reporters for the next ten minutes; then he must leave to catch a flight.

Verb 180: File (Synonym: Catalog)

The police investigator filed the report with the court.

The librarian files books according to author and title.

The accountant will file the tax return by April 15th.

Verb 181: Finalize (Synonym: Finish)

The carpenter finalized his work after installing the doors and windows.

The bus driver finalizes his route at the main terminal.

The band will finalize the set with its most famous song.

Verb 182: Finance (Synonym: Fund)

The bank financed the business venture with a microloan.

The B2B funding company finances the small startup by paying all workers with stock and company equity.

A commercial real estate property with large rents is an investment that will finance itself, covering all monthly costs, fixed and unfixed.

Verb 183: Finish (Synonym: Conclude)

The top student finished taking the test after only thirty minutes; all other students finished after sixty minutes.

The power company technician finishes his work by checking the main line with a special meter; if the green line displays, then the circuit is closed and all is well.

The musician will finish the song with a “G” chord.

Verb 184: Focus (Synonym: Center)

The night watch security guard focused the spotlight on the area from which a loud sound emanated.

The artist focuses her attention on the image in her mind; at that point she paints and creates her masterpiece.

The CEO will focus his attention, this week, on obtaining new investment capital so that the startup can continue to build its awesome software for the emerging market.

Verb 185: Forecast (Synonym: Predict)

The ancient Mayans forecasted that 2012 would be the final year of the modern age.

The meteorologist forecasts that there will be only one hurricane that will pass through Florida this summer.

The numerologist will forecast future life events after gathering personal data from the client, like birth date, place of birth, number of siblings, gender, hair color, height, and eye color.

Verb 186: Forge (Synonym: Construct)

The large bulldozer forged a path for the road through the dense forest.

The writer forges a solid educational path for his readers every time he releases a new book.

The well-respected pioneer will forge a new path out west, very much like that one established by Lewis and Clark.

Verb 187: Formulate (Synonym: Define)

The commanding soldier formulated a plan of attack after receiving critical, up-to-date intelligence information.

The teacher formulates all student lessons according to the goals set by the school's administration.

The inventor will formulate a more efficient solution.

Verb 188: Fortify (Synonym: Strengthen)

The 1700s nurse fortified the patient by giving him chicken soup three times a day.

A great wife fortifies her husband every time she gives him a hug and a kiss.

A great friendship will fortify over time as each participating individual grows, learns, evolves, and brings this new information back to the friendship.

Verb 189: Furnish (Synonym: Supply)

The meditation center furnished it attendees with fresh water, comfortable sitting mats, and deep silence.

The church's pastor furnishes faithful listeners with positive words of encouragement and loving kindness.

Habitat for Humanity will always furnish the homeless and disabled with simple but functional homes.

Verb 190: Foster (Synonym: Promote)

A baby aspirin fostered improved blood circulation for the heart attack survivor.

Repetition fosters growth in musical accomplishment. Like they say, practice makes perfect.

Adding nutrients to the soil will foster the plant's organic growth and environmental wellness.

Verb 191: Gain (Synonym: Acquire)

The new employee gained access to the executive conference room after learning its keypad entrance code.

The doctor gains knowledge and understanding about new medications at the annual medical society conference.

The software developer will gain new knowledge and information about Google Cloud after he attends its annual “Cloud Dev” seminar in Palo Alto, CA.

Verb 192: Gather (Synonym: Harvest)

The farm workers gathered as many avocados as possible before they ripened and fell off the trees.

This state-of-the-art orange-picking machine, which costs well over one-million dollars, gathers over one-thousand oranges ever hour.

The hemp farmers will gather the very best of their crops and turn them into hemp oil, which are consumed by those who suffer from chronic pain.

Verb 193: Generate (Synonym: Produce)

The band generated a unique cover of an old 60s “Who” song called “Come Together.”

The small bistro generates about eighty thousand dollars in annual sales. Unfortunately, it also has a wide array of expenses, so it only generates about forty-thousand dollars a year after paying out taxes and expenses.

The baker will generate more business sales as people share her business card and sample her cakes made for weddings, birthdays, baby showers, and anniversaries.

Verb 194: Gift (Synonym: Give)

The loving mother gifted her teenage son with a birthday check of twenty dollars.

The philanthropist, after being rejected by Harvard University, gifts Stanford University with a check well over one-million dollars.

The mathematics teacher, each semester, will gift his students with theoretical and practical math insights.

Verb 195: Google (Synonym: Search Online)

The recruiter googled the programmer's name and clicked on the first displayed link, which was his LinkedIn page.

Sometimes, my wife googles facts while watching the popular game show "Jeopardy."

I will google important names, topics, events, facts, and sayings in order to verify my knowledgebase.

Verb 196: Grant (Synonym: Allow)

The genie granted the person three wishes.

The software manager grants the business analyst access to the new client's cloud account and live user data.

The business owner will grant his employees two weeks of paid vacation, each year, if they always work hard.

Verb 197: Guarantee (Synonym: Promise)

The Latin American liberator Simon Bolivar guaranteed his troops and fellow patriots both freedom and democracy.

The U.S. Constitution guarantees all American citizens the right to free speech and self-defense.

The doctor will guarantee the patient better days only if he takes the prescribed medication as ordered.

Verb 198: Guide (Synonym: Direct)

The teacher guided her students through the grammar lesson, using simple and familiar examples.

The drone operator guides the multi-camera drone safely across the sky as it takes pictures of the crops below.

The monk will guide his students into deep peace using a scripted meditation practice.

Verb 199: Handle (Synonym: Manage)

The business manager handled the office crisis with patience, poise, mindfulness, and tact.

The United Parcel Service (UPS) handles package deliveries with great professionalism, care, and punctuality.

The U.S. Coast Guard will handle matters at sea better if Congress will grant it more financial resources.

Verb 200: Head (Synonym: Lead)

The Vietnam war-hero headed his platoon which included fifty Army soldiers.

Mr. Sundar Pichai heads Google, LLC currently.

The political party that will head the U.S. Congress, starting in January of 2021, is anyone's guess.

Verb 201: Hear (Synonym: Listen)

The customer service representative heard everything that the dissatisfied patron had to say and ended up refunding the patron's money.

A great manager hears and values what his/her team members have to say.

We will hear and watch fireworks for the New Year, starting at about 11:45 pm.

Verb 202: Help (Synonym: Assist)

The nurse helped the patient with a broken leg slowly sit down in the wheelchair.

The EMT helps the accident victim by applying a tourniquet above the wound to prevent bleeding.

The outstanding community member will help the neighborhood become safer by walking its perimeter each night with his trusty dog.

Verb 203: Hire (Synonym: Employ)

The local bicycle shop hired four high school students for the months of June, July, and August.

Amazon hires seasonal workers starting in October.

Google will hire several hundred new employees as it rolls out new data centers over the next several years.

Verb 204: Host (Synonym: Entertain)

The new home owners hosted a small party so that they could meet their new neighbors.

My friend's new company hosts WordPress websites and blogs and monetizes those sites through advertising and other business incentives.

Every December, the White House will host a holiday party for its current staff members.

Verb 205: Identify (Synonym: Recognize)

The police station's forensics software identified the criminal using a fingerprint left on a dirty glass.

Many websites identify their registered users through (1) user name, (2) password, and (3) IP address.

Smartphones will soon identify users with only retina-scan technology.

Verb 206: Illustrate (Synonym: Demonstrate)

The stewardess illustrated to the plane's passengers the way to access the small life raft inside the seat cushion.

High-quality infographics illustrate economic and business processes using detailed diagrams, images, and text.

The firefighter will illustrate to a crowd the difficulties involved in fighting a second-story building fire.

Verb 207: Implement (Synonym: Apply)

The battleship implemented a new protocol of sounding the alert for nearby unidentified drones.

The school administrator implements major changes only after discussing issues with the town's education board.

The local water company will implement a new security system this fall after it formally switches providers.

Verb 208: Improve (Synonym: Better)

The soccer coach improved the performance of his players by having them run one mile each day before practice.

The real estate market improves when the Federal Reserve Bank lowers interest rates for home buyers/borrowers.

The planet's atmosphere will improve when there are less carbon-based industrial emissions, globally-speaking.

Verb 209: Improvise (Synonym: Make Up)

The blues guitarist improvised during his entire evening set, onstage, at the local club. The crowd cheered!

Scientists, infrequently, improvise and try out experimental biochemical drug combinations when theory fails and a medical solution needs to be created.

The U.S. President will improvise during his next visit to China to see if he can broker a definitive trade solution.

Verb 210: Include (Synonym: Contain)

The birthday cake included red velvet chocolate cake, fondant, and a deep center spot filled with deluxe cream cheese. The party's guests absolutely loved the cake.

The basketball team roster includes ten players – four forwards, four guards, and two centers.

Google Cloud will soon include tools and resources to help Amazon Cloud and Microsoft Azure customers switch over to Google's distributed platform.

Verb 211: Increase (Synonym: Grow)

The English tea company increased sales by translating its website into Spanish and Mandarin Chinese.

The sports car increases speed quickly because its features a powerful V8 engine.

The book's New York Times review will increase its popularity and readership across diverse demographics.

Verb 212: Incorporate (Synonym: Include)

The content writer incorporated edits, tweaks, and improvements to the document after it was reviewed by the company's proofreading team.

The rock band's performance incorporates twenty great songs, a great light and smoke show, and a great 3D laser presentation.

The conglomerate's new business model will incorporate collaborative processes that have worked well for three of its newly acquired subsidiaries.

Verb 213: Influence (Synonym: Lead)

The presence of high amounts of sodium in frozen foods has influenced me to eat fresh foods, exclusively.

A good parent – one who is honest and hard-working – positively influences his/her children and inspires them to become productive adults.

The job applicant's MBA degree will positively influence the hiring committee because the company desperately needs a qualified financial analyst.

Verb 214: Initiate (Synonym: Begin)

The NOW button initiated the helicopter's propeller.

Heat initiates the melting of the sugar. When it has become a pure liquid, you can then drip it on the cake.

The VFW society will initiate its newest members soon.

Verb 215: Innovate (Synonym: Originate)

The software architect innovated a new security software that works with IP address tokens.

The machinist innovates new ways to twist the metal that meets the product specifications he is given.

The pianist will innovate a new approach to an old song because it was written for a harpsichord and not a piano.

Verb 216: Inspect (Synonym: Examine)

The FAA contractor inspected the company's product documentation before testing and verification.

The master chef inspects each meal before a server brings it out to patrons of the five-star restaurant.

NASA will inspect its launch platform as well as the rocket before engaging in an actual launch sequence.

Verb 217: Inspire (Synonym: Encourage)

My high school math teacher John Leith inspired me to pursue mathematics and logic studies in college.

The teachings of the Buddha inspire me to live with compassion, wisdom, and mindfulness.

A great leader will inspire individuals to embody positive leadership, communication, and personal attributes.

Verb 218: Install (Synonym: Set Up)

The IT administrator installed Microsoft Office 2019 onto the laptop of the new employee.

The technician is installing a new software, enabling him to view results, immediately, from completed MRI exams.

The mechanic will install a new battery into the car's engine once it arrives from the general warehouse.

Verb 219: Institute (Synonym: Initiate)

The middle school instituted a new homeroom policy this past fall. Students must be in their homerooms by 8 am.

The college institutes policy changes after the student and faculty committees vote on key campus issues.

The U.S. Government institutes new laws after passing Congress and after being signed by the U.S. President.

Verb 220: Instruct (Synonym: Teach)

The experienced bartender instructed his young apprentice regarding all aspects of bar service and management. After two weeks, the rookie was on his own and did a great job every night.

The certified pilot instructs his trainees over a period of twenty weeks. Each week, one flight is completed and unique lessons and tasks are covered during the flights.

The tour guide will instruct us about how to cross the river safely at its shallowest point.

Verb 221: Integrate (Synonym: Merge)

The very first edition of Microsoft Windows, essentially, integrated Graphical User Interface (GUI) technologies with Microsoft Disk Operating System (DOS) commands.

In my humble opinion, the Brazilian Portuguese language integrates traditional Latin with “dashes” of Spanish, French, and Italian.

The upcoming version of Apple iOS will integrate voice, digital, and retinal technologies, empowering users to complete tasks without touching the mobile device.

Verb 222: Interact (Synonym: Communicate)

The high school students accepted and interacted positively with the new student.

At debates, Democratic and Republican Presidential candidates interact politely yet contentiously.

Fellow employees will interact well if they are invited to team meetings and learn to value each individual’s professional contribution.

Verb 223: Interpret (Synonym: Make Sense Of)

During World War II, Alan Turing’s famous machine called “the enigma” interpreted and decoded messages sent from Nazi command headquarters in Berlin to U-boats deep in the Atlantic Ocean.

The brain interprets impulses sent from the eyes, ears, mouth and skin in order to formulate a response.

The translation app will interpret and evaluate words in one language, grammatically and culturally, before spelling out words that mean the same thing in another language.

Verb 224: Intervene (Synonym: Intercede)

The police intervened at the fraternity party because of the loud noise; neighbors were very upset by this.

Guardian angels intervene when a person is in danger. Both traditional religious clergy and new-age pundits have expressed this view to me several times.

The U.S. National Guard will intervene and assist citizens when there is a natural disaster like a hurricane, tropical storm, tornado, or earthquake.

Verb 225: Interview (Synonym: Question)

The technical writer interviewed the subject matter expert about the capabilities of the new software application.

The human resources generalist interviews professionals in order to find the right individual for the service needed by the hiring company.

The CBS News reporter will interview the U.S. President this evening, live, during the national TV news broadcast.

Verb 226: Inspect (Synonym: Audit)

The body scanner inspected the traveler to make sure he had no weapons or illegal drugs with him.

The Federal Drug Administration (FDA) inspects all drugs and legally recognized medical substances before it gives its approval for sale and use.

FINRA will inspect the records and legal documents of financial companies like banks and investment firms in order to allow them to be nationally recognized and enable them to operate in that market sector.

Verb 227: Instruct (Synonym: Inform)

The experienced foreman instructed the young machinist how to use the milling and grinding machines.

The C# programmer instructs the new developer how to use C# libraries developed at the company and how to use the latest version of Microsoft Visual Studio.

The lead project manager will instruct each team member how to use the latest version of Microsoft Project so that he can take note of milestones accomplished and manage issues that appear.

Verb 228: Invent (Synonym: Create)

Alexander Graham Bell, an American engineer, invented and patented the very first practical telephone in 1876.
Well done, Alexander!

Scientists invent new mechanical, chemical, electrical, and medical solutions to existing problems where current solutions are inefficient and ineffective.

I believe that Elon Musk, within the next ten years, will invent a spaceship that will travel successfully back and forth between Earth and Mars.

Verb 229: Invest (Synonym: Provide)

The town invested one-million dollars in a new community center to support its residents, job-seekers, town officers, police department and fire department.

Many companies invest more than half of their startup capital in advertising, infrastructure, and legal expenses.

Smart retirees will invest in U.S. Treasury bonds because this is a surefire way to gain a small but steady income.

Verb 230: Invite (Synonym: Request)

The Chief Information Officer (CIO) invited his team members to a group lunch on Friday afternoon.

Google invites great software professionals to join its diverse teams, serving diverse corporate projects.

T-Mobile will soon invite Sprint to become its latest subsidiary and telecommunications acquisition.

Verb 231: Involve (Synonym: Include)

The city's zoning project involved moving students to different schools based on the new, smaller zones.

Becoming a martial arts expert involves focused training, passing tests, meditation, workouts, and self-discipline.

Fixing the national debt crisis will involve paying off foreign debts, educating students and workers, reducing the military budget, and forgiving student loans.

Verb 232: Issue (Synonym: Distribute)

The Computer Learning Center issued professional programming certificates to students who completed its rigorous four-month coding curriculum.

The seasoned police officer issues tickets to negligent drivers *only* after first giving out a verbal warning.

The Weather Channel (TWC) will issue a weather warning after receiving and reviewing data from its satellites in orbit around the Earth.

Verb 233: Join (Synonym: Unite)

Alex Rodriguez began his legendary baseball career in 1993; he joined the New York Yankees in 2004.

It is, fundamentally, the pursuit of freedom and democracy that joins the U.S. Congress, even though the two parties are externally contentious toward one another.

A friend of mine who is a political analyst says that Russia will join Europe once it can befriend NATO.

Verb 234: Judge (Synonym: Evaluate)

The customer at the supermarket judged the apples based on their color and size.

The customer often judges the product or service by judging the salesperson, especially how he/she is dressed and how he/she communicates.

Police officers will judge those who are accused by reviewing their previous arrest record.

Verb 235: Justify (Synonym: Legitimize)

The employee justified his reason for being late to the office by telling us that he got stuck in a traffic jam.

The U.S. Department of Homeland Security (DHS) often justifies its high budget to Congress by citing reasons like border security and anti-terrorism measures.

The stockbroker will often justify spending long hours at the office, to his wife, because London is six hours ahead of New York City (NYC) time.

Verb 236: Keep (Synonym: Hold)

In the 1800s, landowners kept not only money but also documents and other valuable assets at the bank.

In today's high-tech world, many workers keep their knowledgebase current through persistent self-study.

In the near future, cloud platforms like Amazon Cloud, Microsoft Azure and Google Cloud will keep all information in a truly secure manner.

Verb 237: Launch (Synonym: Begin)

The child launched the small rocket in the back field.

Most software developers launch their professional careers after completing a four-year undergraduate Computer Science degree.

The television network will launch a mini-series about U.S. President George Washington this fall, in October.

Verb 238: Lead (Synonym: Guide)

The pitcher led his baseball team to victory after throwing a no-hitter [game].

A great general leads his soldiers into battle only if he is sure of certain victory.

The motivational speaker will lead the conference by using his latest book, "Affirmations 2020."

Verb 239: Learn (Synonym: Discover)

The welder learned, on his own, how to create welded art and sell it to collectors of antiques and metal works.

The graduate sociology student learns about trends in human behavior by gathering data from governmental, corporate, educational, legal, and medical sources.

The new guitarist will learn twenty of the band's songs over the next two months. Then, he will join the band for its 2020 North American concert tour.

Verb 240: Lecture (Synonym: Expound)

The professor lectured his students on microeconomic theory, comparing situations involving different degrees and influences of federal and state government.

The mother lectures her children on the good graces of sending holiday and birthday cards to others, because this has always been a longstanding family tradition.

The Chief Technology Officer (CTO) will lecture his entire team on new security practices and protocols that must be utilized to safeguard the company's cloud system.

Verb 241: Leverage (Synonym: Influence)

The job applicant leveraged his candidacy by showing the hiring manager a book he recently wrote about the programming language used at the company.

Gordon Gekko, the famous corporate raider from the movie "Wall Street," leverages his acquisitions through inside information in order to mitigate financial risk.

The boon will leverage more weight on the carrying side if its base is made of solid steel instead of random metal.

Verb 242: Lobby (Synonym: Advocate)

The Washington D.C. consulting firm lobbied senators to support student-loan-forgiveness legislation.

The socially-concerned attorney lobbies Democrats in Washington as well as the ACLU regarding legislation that supports the rights of all individuals regardless of gender.

Large corporations like Coca-Cola will lobby members of Congress, across the board, hoping they will endorse legislation that empowers its market presence.

Verb 243: Log (Synonym: Document)

The clerk logged the spreadsheet file's completion date in Microsoft Planner, an application in Office 365.

Microsoft Office logs the date and time of each auto-save. In this way, you can access earlier document versions.

The supermarket will log all sales for the day into its main product database every night at 11 pm, after it's closed.

Verb 244: Make (Synonym: Create)

The study hobbyist made a tiny drone that could fly at a speed of more than thirty miles per hour.

The carpenter makes the foundation of the home before building its walls, roof and floors.

The programmer will make a new security software that uses two-tier login-authentication.

Verb 245: Maintain (Synonym: Keep)

The homeowner maintained his home nicely by cutting the grass, trimming weeds, raking the back yard, and using the air blower on the driveway each Saturday afternoon.

The computer scientist maintains his technical knowledgebase by writing code, attending seminars, hosting webinars, and blogging about programming.

The baker will maintain her business activity as long as patrons share her business card and proactively tell others about her amazing cakes, cookies, and cake-pops.

Verb 246: Manage (Synonym: Control)

The entrepreneur managed his startup effectively by working closely with employees and contractors.

The college professor manages her students well by giving them, daily, a great lecture, great examples, and great homework exercises.

The new consultant will manage the politician's campaign, travel schedule, debate schedule, and public appearances.

Verb 247: Manufacture (Synonym: Produce)

Artists of the distant past manufactured children's toys by sculpting blocks of wood into symbols and people.

My dad's company manufactures thread-gages which measure, precisely, the size of metal threads.

Space X will manufacture humanity's first interstellar spacecraft by 2030. That is my hope and belief.

Verb 248: Map (Synonym: Find)

The app Google Earth has mapped the entire planet and you can find just about anyone's home using this app.

The app Google Moon maps the surface of the Moon.

The general will map a strategy to capture the garrison.

Verb 249: Master (Synonym: Dominate)

The student mastered the game of chess while he was still in elementary school.

The business analyst masters the computer system's functionality by studying its nTier architecture.

The graduate math teaching assistant will master Linear Algebra after administering the class several times.

Verb 250: Measure (Synonym: Determine)

The chef measured the right amount of cooking oil using a special measuring spoon.

The flooring contractor measures the width and distance of the ballroom using an oversized tape-measure.

The tailor will measure the customer's neck size using a new shirt-size app designed specifically for tailors.

Verb 251: Memorize (Synonym: Remember)

The high school student memorized the ACT preparation guide examples before taking the ACT exam.

The poker professional memorizes the dealer's card patterns so that he increases his chances of winning.

The navy seal will memorize ten different codes in order to gain access to the building storing the enemy's weapons.

Verb 252: Merge (Synonym: Unite)

Many nations from Europe and the Americas merged sovereign interests to form NATO in 1949.

Microsoft Office 365 merges decades of Office software technology with new and emerging Microsoft cloud technologies, especially those from Azure.

In the early 1800s, Simon Bolivar said to his patriotic soldiers: "We will merge all of the Spanish-speaking territories of Latin America in order to create a single nation called Grand-Colombia."

Verb 253: Meet (Synonym: Connect With)

I met my wife while attending Unity Church of Miami.

Politicians sometimes meet over dinner, so that they can enjoy a meal and discuss important matters side-by-side.

President Trump will meet with President Vladimir Putin this fall, at the White House, according to CBS News.

Verb 254: Model (Synonym: Pose)

The young woman modeled the new designer dress at the city's runway event; she was allowed to keep the dress.

The elderly but robust man models conservative apparel for gentlemen who are over 50 (years of age).

The public garden will model and feature popular trees, plants, lights, and walkways used in 20th century France.

Verb 255: Moderate (Synonym: Regulate)

The CNN news anchor moderated the first debate between Democratic candidates running for the Presidential office.

As a licensed mediator, the attorney moderates formal court-recognized negotiations between opposing parties.

The Federal Reserve Bank chairman will moderate discussions to be held by major banks at a worldwide financial summit in Switzerland next year.

Verb 256: Modify (Synonym: Improve)

The bistro owner modified her coffee drinks by buying a better brand of Colombian coffee directly from Bogota.

The writer modifies his documents by asking managers and tech experts to scan them and make comments.

The company's CEO will modify his speech after his attorneys and accountants review it.

Verb 257: Monetize (Synonym: Generate Income)

The blogger monetized his website by offering ad space to companies in the same market space as the content of his personal-health-centered blog.

The webmaster monetizes his site by providing free content to the public and paid content to subscribers.

The video guru will monetize his content on YouTube by placing paid ads at strategic points in his top videos.

Verb 258: Monitor (Synonym: Watch)

The security company monitored the municipal airport, using over one-hundred micro-cameras.

The software company monitors the activity of its employees using a hidden key-logger app that creates a historical file of all employees' keyboard entries.

The U.S. Air Force will monitor, soon, worldwide aviation activity using unpiloted drones.

Verb 259: Motivate (Synonym: Encourage)

Dr. Wayne Dyer motivated his students using a wide array of affirmations and positive statements.

Dr. Deepak Chopra motivates his patients by sharing real data about lifestyle habits, both good and bad.

The fund manager will motivate investors by sharing targeted market trends and future probabilities.

Verb 260: Note (Synonym: Document)

The psychologist noted the patient's statements by entering special codes into a mental health app.

The surfer notes the sudden change of the tide and decides to exit the water before strong riptides begin.

The technical writer will note important meeting comments and then send out an e-mail summary to all meeting attendees.

Verb 261: Notice (Synonym: See)

The police officer noticed the speeding car. He caught up with the driver, pulled him over, and issued a ticket.

The statistician notices trends and patterns and uses this information to create successful investment strategies.

The woman will notice the man if he dresses nicely and mindfully applies all of his social graces.

Verb 262: Observe (Synonym: Watch)

The anthropologist observed deep rings in the tree's trunk, revealing that it was over 1000 years old.

The chief defensive end observes the motions of the quarterback in order to sack him or block the pass.

Astronomers will observe and log more asteroids and comets with the help of improved telescopes.

Verb 263: Operate (Synonym: Manage)

The retired cab driver operated his business from 6 am to 6 pm, seven days a week, in the greater Miami area.

The Miami to Orlando shuttle operates twice a day, from Monday to Friday.

The new Carnival Cruise ship will operate soon, featuring cruises from Miami to Panama City, Panama.

Verb 264: Orchestrate (Synonym: Plan)

The street musician orchestrated a stellar performance and made over one-hundred dollars in tips last night.

The IT manager orchestrates a great approach to the software's design and deployment. He then wins the Employee of the Year award.

The comedian will orchestrate a hilarious and politically incorrect show that will generate one million dollars.

Verb 265: Originate (Synonym: Begin)

Beethoven originated nine tremendous symphonies.

The new desalinization plant originates fresh water.

Space X will originate the first interstellar spacecraft.

Verb 266: Organize (Synonym: Arrange)

The camper organized his bag before the field outing.

The software instructor always organizes his notes and presentation slides before training sessions.

The U.S. Presidential candidate will organize a new plan by which all Americans will have access to quality healthcare, regardless of income and pre-existing conditions.

Verb 267: Outpace (Synonym: Beat)

The car easily outpaced the moped scooter.

The mountain wolf outpaces its prey, like rabbits and deer, and in this way it provides for its pack.

Some analysts predict that China will outpace the U.S. in the race to achieve true artificial intelligence. Other analysts predict that the U.S. will outpace China in this high-tech race.

Verb 268: Outperform (Synonym: Surpass)

The car with a V8 engine easily outperformed the car with a V4 engine.

The veteran technical writer frequently outperforms younger technical writers.

Cars made by Toyota will outperform cars made by Ford because Toyota uses *excellent* parts.

Verb 269: Overhaul (Synonym: Repair)

The administrator overhauled the school's present approach to curricula by implementing a cloud-based solution requiring teachers to put all of their classes online, including tests, lectures, quizzes, and notes.

The congressman successfully overhauls the legislative bill by including language recommended by attorneys, subject experts, and supporting businesses.

The flipper will overhaul the abandoned house by making it open concept with larger windows and doors. He will include new floors, a new roof, and a new AC system.

Verb 270: Oversee (Synonym: Supervise)

The foreman oversaw the work of three machinists working to produce a special order.

The architect oversees the work of his primary carpenter and additional sub-contractors like those that handle concrete foundations, roofing, heat, water piping, electrical systems, and flooring.

The new coach will oversee the training sessions of the accomplished gymnastics athlete until the upcoming 2020 Olympics in Tokyo, Japan.

Verb 271: Participate (Synonym: Aid)

The volunteers participated in the town's annual farmer's market festival.

The supportive parent participates in her child's sports activities by serving as both driver and coach.

Microsoft and Google will participate in this year's annual open-source software development tools conference.

Verb 272: Partner (Synonym: Join)

In 2005, Chad Hurley, Steve Chen, and Jawed Karim partnered to form YouTube.

The American Red Cross and local hospitals frequently partner to perform blood drives.

If climate change significantly raises ocean levels, then scientists and engineers from around the world will partner to implement solutions to benefit humanity.

Verb 273: Perform (Synonym: Accomplish)

The jazz guitarist performed impeccably last night.

The content writer performs her job very well. She writes difficult articles each day and submits her final draft on time and with all information sources properly cited.

Google will perform its monthly worldwide web crawl on Sunday night at about 11 pm PST.

Verb 274: Personalize (Synonym: Embody)

The office worker personalized her cubicle by decorating it with some flowers and family pictures.

The website nicelaundry.com personalizes socks by monogramming each pair with selected initials.

Gordon Gekko, the fictional corporate raider in the famous movie “Wall Street,” will personalize his next jet by including an office equipped with real-time stock tickers.

Verb 275: Photograph (Synonym: Shoot)

The hiker secretly photographed the Wall of China in 1950 using a Polaroid camera.

The Hubble telescope regularly photographs planets, stars, comets, asteroids, and other deep-space phenomena.

The New Zealand Navy will photograph large icebergs as they break off the main part of Antarctica.

Verb 276: Pioneer (Synonym: Invent)

Sir Alexander Fleming pioneered the use of antibiotics with his discovery of penicillin in 1928.

Many modern day biologists and chemists are pioneering new ways to defeat the human immunodeficiency virus.

Space X will pioneer interstellar space travel for quite some time. I personally believe human beings will be traveling to Mars by 2030, using Space X spaceships.

Verb 277: Plan (Synonym: Design)

George Washington planned and executed two major Revolutionary War victories: the Battle at Trenton (1776) and the Battle at Yorktown (1781).

The consultant plans the future garden by working with the city and the homeowner, side by side.

The business development manager will plan the best way for his team to market and sell the company's new high-tech product.

Verb 278: Point (Synonym: Direct)

The sailor pointed his sextant toward the full moon before making his navigational measurements.

The artist points and moves the scraper carefully over the new picture to remove just the surface of the paint, allowing for it to change color.

The three honor guards will point their guns to the sky and then fire three times as they salute the fallen soldier.

Verb 279: Position (Synonym: Arrange)

In August of 1819, Simon Bolivar positioned his army strategically, defeating Spanish General José Barreiro and finally liberating New Granada (now called Colombia).

The chiropractor positions the client's body so that he can realign the spinal column, relieving pinched nerves and slipped disks.

The quarterback will position himself exactly six feet behind the football hiker so that he can throw his legendary "Hail Mary" pass to the wide receiver.

Verb 280: Post (Synonym: Place)

After tryouts, the high school soccer coach posted the new team listing on the main student bulletin board.

The social media diva posts cool pictures and videos on her Instagram account for all followers and visitors to see.

The business guru will post useful investment information on his LinkedIn feed tomorrow. He enjoys helping others.

Verb 281: Preserve (Synonym: Maintain)

The 1,000 year old bee was perfectly preserved in the tree's hardened sap.

Sodium benzoate preserves processed frozen foods for long periods of time.

The National Archives and Records Administration (NARA) will preserve important historical documents like the U.S. Constitution and Emancipation Proclamation.

Verb 282: Preside (Synonym: Govern)

The mayor presided over the civic center committee until last year. Now, the committee works independently.

The sound engineer presides over the band's central sound board/mixer, ensuring stellar live performances.

The master chef will preside over the entrée competition.

Verb 283: Print (Synonym: Publish)

My college newspaper printed an edition once a week, usually on Friday or Saturday.

Amazon prints and manages the Washington Post.

The author will print his new book this summer.

Verb 284: Prioritize (Synonym: Arrange)

The IT manager prioritized the fifty tasks given to him by the CIO based on pre-codified severity numbers.

Firefighters in California prioritize forest fires by determining their overall size, location, local wind speed, and the availability of human resources to fight.

The accountant will prioritize end-of-year financial tasks according to how the company plans on filing its taxes.

Verb 285: Program (Synonym: Instruct)

Ada Lovelace (1815 – 1852), an English mathematician who worked for inventor Charles Babbage, programmed the first computer.

Software developers program the Microsoft Windows Operating System (OS) using the “C” language.

The U.S. President’s Chief-of-Staff will program and oversee the most important daily activities at the White House in Washington, D.C.

Verb 286: Propose (Synonym: Suggest)

The wedding planner proposed to the couple getting married that white daisies make the best centerpieces for reception tables.

I propose that we change the round table for a long, rectangular table so that more people can sit together.

Bernie Sanders will propose that the U.S. government cuts back on its military budget and spends this leftover money on a universal healthcare program for its citizens.

Verb 287: Prosper (Synonym: Succeed)

The small farming town prospered when the weather favored the needs of its annual crops and produce.

State economies prosper when individuals buy locally and patronize regional merchants and services.

The entrepreneur's business will prosper after it pays off investment debt and stabilizes sales over the long haul.

Verb 288: Protect (Synonym: Take Care Of)

The homeowner protected his home by installing an alarm system that monitors all doors and windows.

The elderly person protects his health by taking a wide array of natural supplements and exercising each day.

The business owner will protect her business assets by purchasing general liability insurance.

Verb 289: Provide (Synonym: Supply)

The parents provided their two children with strong moral values, a good education, and top guiding principles.

The pet owner provides her dog with food, water, shelter, and frequent games of "fetch."

The hospital will provide its patients with excellent care, because it is funded by the local medical university.

Verb 290: Publish (Synonym: Circulate)

In 1960, the New York Times published an article about Cuba's new leader, Fidel Castro.

The Economist publishes fascinating articles about business, finance, economics, cultural trends, and more.

The indie author will publish his book using Amazon's KDP platform.

Verb 291: Purchase (Synonym: Buy)

T-Mobile recently purchased Sprint for 26 billion dollars.

The vegetarian purchases all of her fruits and vegetables at a local farmer's market, featuring organic-only produce.

The couple will purchase their airline tickets soon before the flight is sold out.

Verb 292: Qualify (Synonym: Certify)

The boxer qualified for the fight by passing the weigh-in and blood test administered by the Boxing Association.

The salesman qualifies the customer by asking several key product-screening questions.

PMI certification will qualify the Project Management job applicant.

Verb 293: Reach (Synonym: Attain)

The sports car reached its top speed in fifth gear.

The tired swimmer reaches for the hand of the Coast Guard patrolman in the boat.

The plane will reach its destination in six hours.

Verb 294: Read (Synonym: View)

The librarian read the book in the main hall.

The teenager reads comic books by Marvel.

The retiree will read “War and Peace” next month.

Verb 295: Receive (Synonym: Accept)

The satellite received a signal from deep space.

Famous musicians receive awards at the Grammys.

The spy will receive a message via Morse code.

Verb 296: Reconcile (Synonym: Harmonize)

The diplomat reconciled differences between the two European nations.

Athletes frequently reconcile differences over a drink.

China and the U.S. will reconcile trade differences by understanding the commercial needs of one another.

Verb 297: Recruit (Synonym: Draft)

The army recruited new soldiers, in the past, by visiting high schools and colleges.

Today, the army recruits new soldiers online and through social media campaigns.

The software company will recruit great developers and business analysts by reviewing profiles at LinkedIn and then reaching out to individuals it values.

Verb 298: Rectify (Synonym: Fix)

The electrician rectified the home's power outages by installing a brand new fuse box.

The psychologist rectifies people's problems by listening and then offering them realistic, workable solutions.

Medicine of the future will rectify many illnesses that currently afflict mankind.

Verb 299: Reduce (Synonym: Lessen)

The woman reduced her weight by avoiding sugars.

The man reduces his medical bill by offering free legal services to the hospital over the next year.

The world will reduce fossil fuel emissions greatly by switching over to solar power.

Verb 300: Regulate (Synonym: Control)

The bartender regulated his patrons' beverage consumption by serving each customer only one drink every thirty minutes.

The police department regulates main street motorists by using a remote camera that determines vehicle speed.

The IT administrator will regulate employees' use of the web by using a browser instance-logging program.

Verb 301: Remodel (Synonym: Rebuild)

The new homeowners remodeled the kitchen by replacing the refrigerator and stove and by laying new backsplash.

The car flipper remodels cars by putting in a sunroof, giving the car a new paint job, fixing the motor, putting on new tires, and detailing it well.

The entrepreneur will remodel the old office by installing new cubicles and putting new chairs and tables in the three conference rooms.

Verb 302: Repair (Synonym: Fix)

The electrician repaired the outlet by disconnecting the main wire, trimming it, and then reconnecting it.

The roofing expert repairs leaks by applying a special superglue designed specifically for asphalt shingles.

The mechanic will repair the car's engine by installing a new alternator and a new battery.

Verb 303: Replace (Synonym: Change)

The contractor replaced the old carpet with new wood flooring. After that tweak, the house looked great!

The sales executive replaces his two suits each year.

The senior citizen will replace his car after he has driven it more than 150,000 miles.

Verb 304: Request (Synonym: Petition)

The doctor requested that his patient switch medications.

The real estate salesperson requests that her clients complete a questionnaire before visiting properties.

The manager will request that all employees arrive at work by eight o'clock in the morning.

Verb 305: Respond (Synonym: Answer)

The technical support agent responded to the customer's request by granting him a thirty day payment extension.

When you smile and are cordial, people respond, generally, in a favorable way.

The United States will respond to North Korea's recent rocket launches with a watchful eye, to say the least.

Verb 306: Resolve (Synonym: Clear Up)

The teacher resolved the student's misunderstanding by giving three more similar examples on the blackboard.

The attorney resolves her clients' conflicts by offering court-recognized mediation services.

The hockey referee will resolve the fist-fight between players by blowing his whistle and sending the fighters to the dreaded penalty box.

Verb 307: Restore (Synonym: Make New)

The historian restored the nineteenth century book by inserting a new spine to connect the pages and by applying a spray that removes dirt without harming the paper.

The local mechanic restores engines, generally, by replacing the alternator and battery and by updating the main electrical wiring.

The new business owners will restore the bed and breakfast building by modernizing the inside of the house, applying a fresh coat of paint to the outside, and improving the property's landscape.

Verb 308: Resume (Synonym: Continue)

The student resumed her college studies after serving *Habitat for Humanity* for one year.

The traveler resumes his journey after stopping to visit a good friend for two days.

The software developer will resume his career after taking a three month break to complete a professional course.

Verb 309: Review (Synonym: Assess)

The chemistry teacher reviewed the students' laboratory reports over the weekend; they received their grades the following Monday morning.

The project manager reviews most technical documents on Thursday and returns them to his engineers and technical writers on Friday so that they can create second and final drafts, finalizing the week.

The U.S. Secretary of State will review in-office meeting protocols with all staff members.

Verb 310: Retrieve (Synonym: Get Back)

The sales manager retrieved the company's sales data for the past year and brought it to the team meeting.

The dog retrieves the ball every time it is thrown.

Bill Gates will retrieve his top-spot on the "billionaires" list once the Microsoft cloud platform, Azure, gains traction.

Verb 311: Schedule (Synonym: Arrange)

In the 1987 movie "Wall Street," Bud Fox scheduled several important meetings with Gordon Gekko.

The recruiter schedules over-the-phone meetings with prospects using the Google Calendar app.

The rock band's manager will schedule a show with the club's owner. The show will take place on Friday night.

Verb 312: Screen (Synonym: Examine)

The TSA agent screened the passenger's bag to make sure it did not have any firearms or unauthorized substances.

The quality engineer screens software before it is released to ensure a stable and bug-free deployment.

The consulate general will screen the passport application before issuing the new passport.

Verb 313: Scrutinize (Synonym: Analyze)

The judge scrutinized the prosecutor's opening statement.

The proofreader scrutinizes the document's text to make sure it is accurate, technically and grammatically.

The FAA auditor will scrutinize the company's test report to ensure that the product is safe for public use.

Verb 314: Search (Synonym: Explore)

The driver searched the car to find her missing keys.

The reader searches the document for the acronym "B2B" which means "business to business."

The investigator will search the web using sites like Google and Bing to find out details about the rival company.

Verb 315: Secure (Synonym: Protect)

The laptop user secured his data and applications by running Advanced System Care (ASC) once a day.

The homeowner secures his property with a tall fence that keeps stray dogs, cats, and burglars out.

The fund manager will secure the fund's capital by hedging his bets for and against the market, as needed.

Verb 316: See (Synonym: View)

The child saw the sailboat deep at sea while he was building a sandcastle on the beach.

The security camera sees all people who enter and leave the building each day.

I will see my best friend soon and we will catch up on all aspects of our lives.

Verb 317: Select (Synonym: Choose)

The shopper selected the blue-striped tie.

The software company selects candidates based on experience and location (proximity to the company).

The frequent flyer will select Jet Blue airlines because it offers extra leg room in the first three aisles.

Verb 318: Serve (Synonym: Provide)

The waiter served a four-course dinner to the patron with care and professionalism. The patron then left the waiter a generous twenty-percent tip.

The Florida State University (FSU) system serves over fifty-thousand students each academic year.

Microsoft Windows 10 will serve and run over one billion laptop, notebook, and desktop computers by 2025.

Verb 319: Set (Synonym: Position)

The guitarist set his guitar down on its tripod stand.

The company's documentation style guide sets the standard which written documents must meet.

The CEO will set and establish the direction of the company because he has extensive market experience.

Verb 320: Sharpen (Synonym: Hone)

The student sharpened her pencil using a manual pencil sharpener.

The master chef sharpens his knife using a stone block.

The IT professional will sharpen his knowledgebase by reading books and attending webinars.

Verb 321: Showcase (Synonym: Display)

The Ford car dealership showcased its new 2020 cars that were recently sent from the Ford assembly plant.

The university showcases its top majors by interviewing students who majored in those fields and who now work at leading companies.

The realtor will showcase the home using a Sunday open-house event, including espresso coffee and snacks.

Verb 322: Sidestep (Synonym: Avoid)

The politician sidestepped the question by elaborating on his new fair-taxes bill.

Parents sometimes sidestep issues at home by ignoring them and pretending that everything is OK.

President Trump will sidestep questions from some journalists because he says they author “fake news.”

Verb 323: Simplify (Synonym: Reduce)

The Uber driver simplified the trip by taking Interstate 95 instead of the Federal Highway.

The high school student simplifies his learning curve by taking class notes and composing homework assignments in the same spiral-bound notebook.

The blogger will simplify her daily posts by limiting each one to two-hundred words.

Verb 324: Solve (Synonym: Answer)

The student solved the math problem using the new formula given to the students by their teacher.

The engineer solves problems using a combination of theoretical and practical approaches.

Today’s nuclear engineers and scientists, I believe, will solve the issue of decaying radioactive waste.

Verb 325: Spearhead (Synonym: Lead)

The new campaign manager spearheaded a non-traditional strategy, enabling the candidate to speak at all large universities across the country.

The ACLU spearheads important issues that affect race and gender at both school and the workplace.

Liberty University will spearhead political debate forums where Republican candidates can discuss issues important to the Christian church.

Verb 326: Specialize (Synonym: Concentrate)

The auto shop that was here last year specialized in foreign cars like those from Volvo and Volkswagen.

As a technical writer, I specialize in writing computer software documentation.

The medical student will soon specialize in oncology.

Verb 327: Standardize (Synonym: Institute)

In the 1980s, many colleges and universities standardized the criteria by which student applicants were reviewed: (1) college transcripts and (2) SAT scores.

American Idol now standardizes the process by which singers are admitted to the general singing competition.

Some colleges will soon standardize class content delivery methods.

Verb 328: Stimulate (Synonym: Excite)

The U.S. Army recruiter stimulated interest in several high school graduates, telling them that the Army will pay for their undergraduate college degree if they agree to serve for four years.

The coffee machine has a heating mechanism that stimulates and enables hot water to pass through the ground coffee, making a great cup of hot coffee.

The Federal Reserve Bank will stimulate the economy by lowering national interest rates, which will encourage people to borrow money for school, travel, business, and home purchases.

Verb 329: Streamline (Synonym: Centralize)

The Economics and Accounting departments streamlined efforts to help all struggling business students.

The entrepreneur streamlines all social media activity by focusing exclusively on Instagram – videos, pictures, chats, texts, and orders.

The distributed marketing business will streamline its documents by utilizing Microsoft Office 365, especially through Azure, the “defacto” Microsoft Cloud platform.

Verb 330: Strengthen (Synonym: Fortify)

Daily exercise strengthened the muscles, bones, tendons, and overall endurance of the marathon runner.

My mom, my wife, and my doctor agree that chicken soup strengthens the body and the soul.

This book will strengthen your English language communication skills – written, verbal, and otherwise.

Verb 331: Structure (Synonym: Organize)

The technical writer structured the thirty-day writing project into four distinct steps: research, write, proofread, and pursue management approval.

The architect successfully structures and secures the Tokyo skyscraper by implementing an earthquake-resistant foundation and moveable, steel joints.

The author will structure the book by creating four main sections: table of contents, body, appendix, and glossary of terms.

Verb 332: Study (Synonym: Learn)

In high school, I studied mathematics, science, history, engineering drawing, programming, English literature and composition, and French.

In college, mathematics students study differential and integral calculus, linear algebra, discrete mathematics, abstract algebra, and statistics.

Next year, my friend will study C++ using Udacity's Professional Online Class.

Verb 333: Succeed (Synonym: Win)

George Washington succeeded in liberating the United States from British control; Simon Bolivar similarly succeeded in liberating Colombia and other Spanish-speaking countries of Latin America from Spanish control.

A great writer succeeds through perseverance. Sure, knowing what you are going to write is important. Sure, being organized is important. Still, the true writer succeeds through sheer persistence and determination.

The entrepreneur will succeed after receiving product endorsements from three famous pundits in his general market sector.

Verb 334: Supervise (Synonym: Oversee)

The teacher supervised the students while they completed their in-class writing assignment.

My dog, Ben, supervises me as I write this book. Sometimes I hear a "woof" from his mini dog-couch.

The meditation master will supervise his students as they complete their stretching, breathing, and focus routine.

Verb 335: Support (Synonym: Help)

The parents supported their child, an Iraq war veteran, during all of his physical rehabilitation challenges.

The CTO supports his programming, documentation, and quality assurance teams by buying lunch each day and making sure their weekends are *not* spent at the office.

The U.S. President will support an emerging part of the U.S. government called the Space Force.

Verb 336: Surpass (Synonym: Beat)

In the early 2000s, Google surpassed the expectations of many financial analysts when it went public and soon established its value at twenty-three billion dollars.

The individual who has mastery over English language verbs surpasses, in both written and verbal expression, those who do not understand what they are saying.

Some analysts predict that Google Cloud will surpass Amazon Cloud in the near future. Let's see what happens!

Verb 337: Survey (Synonym: Assess)

The aerial drone surveyed the crops below; the farmer was able to use this new information to create a better irrigation system for his orange trees.

The IT administrator surveys data-center performance by running a remote utility program that measures both load-balancing and server temperature.

Political analysts will survey general population issue opinions as the 2020 U.S. Presidential race ensues.

Verb 338: Sustain (Synonym: Maintain)

The Arctic polar bear sustained its life, for many years, by eating salmon during the springs, summers and falls and by hibernating during the frigid winters.

The salesman sustains his consistent sales performance by studying the market and by becoming a technical pundit regarding his product and all competing products.

Google will sustain itself as a search-engine leader as long as it is able to work with complex metadata and distinguish between legitimate and illegitimate sites.

Verb 339: Switch (Synonym: Change)

The railroad engineer switched the train's path from track A to track B by entering three alphanumeric key-codes into the train's navigational software.

The touring band switches songs in its set list because fans in different parts of the country prefer different songs.

The insurance software company will switch from Microsoft Azure to Google Cloud this coming fall.

Verb 340: Symbolize (Synonym: Represent)

In wars and battles of the past, the white flag symbolized peace and non-aggression.

In Christianity, the white dove symbolizes the Holy Spirit of God.

The cover art for this book will symbolize mental clarity, verbal understanding, productivity, and prosperity.

Verb 341: Target (Synonym: Direct)

The Chief Marketing Officer (CMO) targeted one-million dollars as the sales goal to achieve by December, 2020.

The IT manager targets super-talented software developers to become system architects.

The campaign rhetoric will target conservative voters.

Verb 342: Teach (Synonym: Instruct)

When I lived in Brazil, I taught my students how to write computer programs in both traditional BASIC and Visual Basic languages.

A good friend of mine teaches students how to read and interpret short stories (e.g. stories less than fifty pages).

A college friend will teach public policy after he completes his Doctoral degree in Public Administration.

Verb 343: Terminate (Synonym: End)

The surgeon terminated the medical procedure when the patient's heartbeat accelerated to a dangerous level.

Companies often terminate "employment gigs" by telling employees and contractors that their specific positions are "no longer available."

The well-known musician will terminate his contract with ABC Studios because it accidentally leaked his demo tapes to the public before the CD was complete.

Verb 344: Test (Synonym: Examine)

The competitive swimmer tested the pool's temperature by dipping her foot into the water.

At the end of the academic year, the English teacher tests his students' knowledge by having them write down parts of Shakespeare's sonnets.

The FAA will test the new A320 aircraft escape slide by deploying it under windy conditions and by having thirty people go down the slide within two minutes.

Verb 345: Track (Synonym: Follow)

The police tracked the stolen car by accessing its Lowjack system; the criminal did not know he was being followed.

The market researcher tracks sales data by using a special reporting tool in her Salesforce account.

The teacher will track student performance by entering all quiz and test results into a special Excel spreadsheet.

Verb 346: Train (Synonym: Teach)

The mentor trained his students how to speak publicly, how to create impactful videos, and how to meditate.

The airborne division of the Army trains its recruits how to parachute out of airplanes, especially during the night.

The software developer will train the new hire how to use Microsoft Visual Studio and Team Foundation Server.

Verb 347: Transform (Synonym: Convert)

The house flipper transformed the old barn into a quaint yet rustic three bedroom and two bathroom home.

The chef, on a daily basis, transforms peppers, tomatoes, potatoes, eggs, and cheese into amazing, tasty omelets.

The CEO will transform the five-person software startup company into a fifty-person company producing over one-million dollars of revenue each year.

Verb 348: Transmit (Synonym: Communicate)

During World War II, British Intelligence transmitted important information to NATO commanders and generals using top-secret teletype codes.

CBS News transmits its thirty-minute world-news program each night at 6:30 pm EST.

The new battery will transmit enough voltage to start and run the old military truck.

Verb 349: Tutor (Synonym: Teach)

The college senior tutored freshman (first-year college students, male and female) in Calculus, each Monday night at the student lounge.

The high-school Latin teacher tutors Spanish, Portuguese, and French students on Wednesday afternoons.

The doctor will tutor medical student residents during his afternoon shifts at the local community hospital.

Verb 350: Tweak (Synonym: Improve)

The auto mechanic tweaked the engine's alternator by replacing the alternator pulley.

The plumber tweaks the main pipe by applying super-adhesive glue over the crack. Now, there is no leak and no further need to replace the pipe.

The baseball athlete will tweak his game performance by eating better, sleeping more consistently, exercising at the gym, and jogging three times each week.

Verb 351: Unify (Synonym: Consolidate)

The Chief Marketing Officer (CMO) unified marketing and sales team members by subscribing each person to the new cloud version of Adobe InDesign. Now, members from both teams can work together by sharing files and information, expediting brochures for both endeavors.

A great baseball coach unifies his/her players by jogging with them, by teaching them a lesson at each practice, and by reminding them that they are a team.

Articles from websites like CNET say that Facebook will unify messages from Facebook and WhatsApp in order to create a single, composite messaging platform.

Verb 352: Unite (Synonym: Align)

In the 1980s, Bill Gates and Steve Jobs united commercial efforts when Jobs shared the Apple OS source code with Gates so that Microsoft could create Microsoft Office for the Macintosh computer.

The alpha wolf unites his pack when there is an outside threat and they must all fight.

In the future, medical scientists and doctors will unite, if needed, to ensure that registered (known) viruses are treated successfully and do not spread.

Verb 353: Update (Modernize)

Tommy Shaw updated and revised an old “Styx” song to create a song for his 90s band “Damn Yankees.”

The minister frequently updates his sermons to ensure that he addresses daily concerns of his parishioners.

Microsoft will update Windows 10 once a month, usually on a Sunday night, from what I understand.

Verb 354: Upgrade (Synonym: Improve)

Microsoft upgraded Windows 2 to Windows 3 in 1990.

Apple upgrades its famous iPhone about once a year.

The homeowners will upgrade their home, this summer, by adding two new bedrooms and a new bathroom.

Verb 355: Use (Synonym: Employ)

The 1990s programmer used Visual Basic to build the desktop calculator app used by the tax accounting firm.

The trucker uses Interstate 80 to complete most of his cross-country trip.

The bartender will use tabasco sauce to add some “kick” to his exotic tomato juice drink.

Verb 356: Utilize (Synonym: Make Use Of)

The technical writer utilized insights from the *Microsoft Manual of Style* in his technical document.

The computer programmer utilizes and consults with both proprietary and open-source libraries as he writes new software code.

Apple iCloud will utilize Google Cloud to store a vast majority of its end-user data.

Verb 357: Validate (Synonym: Authenticate)

The technical writer validated the process by which three paints were mixed and stored in his technical document.

Google Mail (Gmail) validates emails by running an IP trace on all emails sent to its platform customers.

The school will validate student ID badges by running them through a centralized student ID database.

Verb 358: Verify (Synonym: Confirm)

The student traveler verified her upcoming flight by calling Jet Blue and giving the airline her ticket's receipt number.

The credit card reading device verifies the card with a sensor that measures the chip's magnetic field.

The customer service representative will verify the account after the caller gives his residential zip code.

Verb 359: Volunteer (Synonym: Donate)

The medical doctor donated one year of his time to serving *Doctors without Borders*.

The communications student donates two days each week to the undergraduate newspaper.

The retired businessman will donate his time to *SCORE – the Service Corp of Retired Executives*.

Verb 360: Wash (Synonym: Clean)

My wife washed our dog last Saturday because he was covered with dirt.

The car owner washes his minivan once a week because it gets covered in soot from the main highway.

The cook will wash all vegetables well before preparing his famous pasta and veggies skillet dinner.

Verb 361: Win (Synonym: Finish First)

The basketball team won the basketball game, 77-76, after one of the guards threw a victorious penalty hoop.

The chess champion wins because his overall strategy is to remove the opponent's queen as soon as possible.

Google, in my humble view, will win the race to achieving the first truly autonomous artificial intelligence.

Verb 362: Work (Synonym: Operate)

My mom worked as a teacher for many years.

I work as a technical writer for software companies.

My friend will work, soon, as a technical illustrator.

Verb 363: Write (Synonym: Compose)

The newspaper report wrote and submitted her article before it was due at 11:50 pm on Friday night.

Technical authors write end-user guides, admin guides, installation guides, configuration guides, policy guides, internal process guides, and white papers.

I will write at least two books in 2019.

Verb 364: Yield (Synonym: Produce)

The crop yielded two-hundred buckets of corn.

The farmer's hens yield one egg per day.

The small oil field will yield one-hundred buckets of oil per day, as long as the pump works without stopping.

Verb 365: Zoom (Synonym: Rocket)

The new sports car zoomed across the salt flats of Utah at more than 200 miles per hour.

The new Learjet 75 zooms across the skies at more than 300 miles per hour carrying important executives.

The current Motorcross bike champion will zoom across the obstacle course, at certain points, at more than 50 miles per hour and will surely win the race.

References

I verified all 365 verbs and their synonyms featured in this book against my Webster's English Dictionary and two websites: *Dictionary.com* and *Thesaurus.com*. The quotes cited in the Inspiration section are common knowledge, but were still checked against their respective entries in *Wikipedia.com*.

The pen image used on the inside cover page of this book originates from *Pixabay.com*. This image features completely free personal and commercial usage rights and no author attribution is required.

Every sentence in this book is based on knowledge that originates from either my own professional work experiences or my own personal (non-professional) life experiences. Still, the sentences in this book are personal conjecture and their only purpose is to help you learn how to use the featured verbs. Any sentence in this book that might be similar to other statements in any other books is purely coincidental. I only produce 100% authentic content for my books.

Best Regards,

Keith Johnson, Senior Technical Writer

Author, "365 Limitless Verbs"

August, 2019

Thank You

Thank you for reading! I hope that this book helps you at school, at work, in your professional pursuits, and in your personal endeavors. Verbal mastery reveals that you are attuned with the nature of action and are communicating with attention to detail. Readers and listeners always appreciate this proactive and mindful approach to language.

Thank you, Mom and Dad, for your words of wisdom.

Thank you, Elena (my wife), for your patience and understanding as I took on this book project.

Thank you, Balam Abello and David Lazarus, for your positive feedback and support over the past month.

Take Care and Best Regards,

Keith Johnson, Senior Technical Writer

Hollywood, Florida, USA

Author “365 Limitless Verbs”

August, 2019

Keith Charles Johnson at Amazon Books

Over the past ten years, I have authored technical and motivational books, outside of my regular technical writing job, using Amazon's CreateSpace and KDP platforms. Each topic is dear to me, either personally or professionally, and I hope that you will feel the same way after reading what I have written. Check them out when you can; you will not be disappointed! Many personal and professional life experiences went into each book. They are all currently live at the Amazon.com web portal. Regards, Keith

365 Stellar Soft Skills

365 Technical Writing Tips

Affirmations Productivity Guide

Affirmations 2020

Buddhist Pocket Guide

Google Productivity Guide

OM (Meditation) Pocket Guide

Success Principles and Practices

Windows 10 for Seniors and Beginners

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