

## Action verbs

### *MANAGEMENT SKILLS*

administer  
analyze  
assign  
attain  
chair  
contract  
consolidate  
co-ordinate  
delegate  
develop  
direct  
evaluate  
execute  
improve  
increase  
organize  
oversee  
plan  
set priorities  
produce  
recommend  
review  
schedule  
strengthen  
supervise

### *TEACHING SKILLS*

adapt  
advise  
clarify  
coach  
communicate  
coordinate  
develop  
enable  
encourage  
evaluate  
explain  
facilitate  
guide  
inform  
initiate  
instruct  
persuade  
set goals  
stimulate

### *COMMUNICATION SKILLS*

address  
arbitrate  
arrange  
author  
correspond  
develop  
direct  
draft  
edit  
enlist  
formulate  
influence  
interpret  
lecture  
mediate  
moderate  
motivate  
negotiate  
persuade  
publicize  
reconcile  
recruit  
speak  
translate  
write

### *FINANCIAL SKILLS*

administer  
allocate  
analyze  
appraise  
audit  
balance  
budget  
calculate  
compute  
develop  
forecast  
manage  
market  
plan  
project  
research

### *RESEARCH SKILLS*

clarify  
collect  
critique  
diagnose  
evaluate  
examine  
extract  
identify  
inspect  
interpret  
interview  
investigate  
organize  
review  
summarize  
survey  
systematize

### *TECHNICAL SKILLS*

assemble  
build  
calculate  
compute  
design  
devise  
engineer  
fabricate  
maintain  
overhaul  
program  
remodel  
repair  
solve  
train  
upgrade

### *CREATIVE SKILLS*

act  
conceptualize  
create  
design  
develop  
direct  
establish  
fashion  
found  
illustrate  
institute  
integrate  
introduce  
invent  
originate  
perform  
plan  
revitalize  
shape

### *HELPING SKILLS*

assess  
assist  
clarify  
coach  
counsel  
demonstrate  
diagnose  
educate  
expedite  
facilitate  
familiarize  
guide  
refer  
rehabilitate  
represent

### *CLERICAL SKILLS*

approve  
arrange  
catalogue  
classify  
collect  
compile  
dispatch  
execute  
generate  
implement  
inspect  
monitor  
operate  
organize  
prepare  
process  
purchase  
record  
retrieve  
screen  
specify  
systematize  
tabulate  
validate