



## ACTION VERBS BY SKILL AREA

### Detail/Follow-through

Advise	Aid	Brief	Clarify	Communicate
Compose	Conduct	Consult	Counsel	Define
Deliver	Demonstrate	Describe	Design	Develop
Disburse	Encourage	Explain	Express	Facilitate
Guide	Illustrate	Influence	Inform	Instruct
Interpret	Lecture	Listen	Organize	Persuade
Phrase	Plan	Present	Research	Review
Teach	Train			

### Customer Service/Human Relations

Adjust	Administer	Assist	Attend	Care
Communicate	Convey	Cure	Direct	Encourage
Explain	Guide	Help	Host	Plan
Promote	Provide			

### Innovation

Adapt	Apply	Conceive	Create	Demonstrate
Develop	Forecast	Formulate	Generate	Graph
Imagine	Improve	Invent	Judge	Memorize
Perceive	Recognize	Remember	Update	Visualize

### Leadership

Conduct	Decide	Define	Document	Explain
Enlist	Inspire	Judge	Lead	Lecture
Motivate	Negotiate	Plan	Promote	Solve
Speak				

### Accounting/Financial Management

Analyze	Appraise	Budget	Calculate	Compile
Compute	Count	Estimate	Examine	Manage
Project	Review	Tabulate		

### Communications

Communicate	Compare	Compose	Create	Define
Demonstrate	Describe	Develop	Document	Edit
Examine	Explain	Illustrate	Interpret	Interpret
Lecture	Listen	Present	Proofread	Publish
Report	Speak	Summarize	Translate	Write



## Research/Investigation

Anticipate	Assess	Classify	Criticize	Define
Determine	Diagnose	Examine	Gather	Group
Interview	Inquire	Inspect	Observe	Organize
Perceive	Plan	Recognize	Re-evaluate	Review
Solve	Structure	Survey	Synthesize	

## Design/Performance

Act	Arrange	Assemble	Build	Compose
Construct	Create	Direct	Decorate	Demonstrate
Design	Draft	Draw	Express	Fashion
Frame	Illustrate	Lecture	Map	Model
Mold	Orchestrate	Perform	Photograph	Recite
Restore	Sculpt	Shape	Show	Sing
Sketch	Speak	Stage	Stencil	Style
Visualize	Write			