

Action verbs are used to show when somebody does something!

A few other points to remember:

- Action verbs can also be actions you can't see such as: Sue **thought** about pets. She **wanted** a puppy.
- Action verbs are time-telling verbs. They also tell *when* something takes place. Examples:
My dog **runs** faster than yours. (present tense)
Yesterday he **ran** around the block. (past tense)
Tomorrow he **will run** in a race. (future tense)
- Action verbs may be used alone as the main verb of a sentence; as in: My kitten **fell** into the pond. Or the action verb may use a helping verb; as in: If you get too close to the edge, you **will fall** too.

Power Verbs are in bold type

Communication/People Skills

| | | | |
|---------------------|------------------|------------------|-------------------|
| Addressed | Advertised | Arbitrated | Arranged |
| Articulated | Authored | Clarified | Collaborated |
| Communicated | Composed | Condensed | Conferred |
| Consulted | Contacted | Conveyed | Convinced |
| Corresponded | Debated | Defined | Developed |
| Directed | Discussed | Drafted | Edited |
| Elicited | Enlisted | Explained | Expressed |
| Formulated | Furnished | Incorporated | Influenced |
| Interacted | Interpreted | Interviewed | Involved |
| Joined | Judged | Lectured | Listened |
| Marketed | Mediated | Moderated | Negotiated |
| Observed | Outlined | Participated | Persuaded |
| Presented | Promoted | Proposed | Publicized |
| Reconciled | Recruited | Referred | Reinforced |
| Reported | Resolved | Responded | Solicited |
| Specified | Spoke | Suggested | Summarized |
| Synthesized | Translated | Wrote | |

Creative Skills

| | | | |
|--------------------|----------------|---------------|----------------|
| Acted | Adapted | Began | Combined |
| Composed | Conceptualized | Condensed | Created |
| Customized | Designed | Developed | Directed |
| Displayed | Drew | Entertained | Established |
| Fashioned | Formulated | Founded | Illustrated |
| Initiated | Instituted | Integrated | Introduced |
| Invented | Modeled | Modified | Originated |
| Performed | Photographed | Planned | Revised |
| Revitalized | Shaped | Solved | |

Data/Financial Skills

| | | | |
|---------------------|-------------------|------------------|-----------------|
| Administered | Adjusted | Allocated | Analyzed |
| Appraised | Assessed | Audited | Balanced |
| Budgeted | Calculated | Computed | Conserved |
| Corrected | Determined | Developed | Estimated |
| Forecasted | Managed | Marketed | Measured |
| Netted | Planned | Prepared | Programmed |
| Projected | Qualified | Reconciled | Reduced |
| Researched | Retrieved | | |

Helping Skills

| | | | |
|-----------------|---------------------|------------------|--------------------|
| Adapted | Advocated | Aided | Answered |
| Arranged | Assessed | Assisted | Clarified |
| Coached | Collaborated | Contributed | Cooperated |
| Counseled | Demonstrated | Diagnosed | Educated |
| Encouraged | Ensured | Expedited | Facilitated |
| Familiarized | Furthered | Guided | Helped |
| Insured | Intervened | Motivated | Prevented |
| Provided | Referred | Rehabilitated | Represented |
| Resolved | Simplified | Supplied | Supported |
| Volunteered | | | |

Management/Leadership Skills

| | | | |
|---------------------|---------------------|--------------------|------------------|
| Administered | Analyzed | Appointed | Approved |
| Assigned | Attained | Authorized | Chaired |
| Considered | Consolidated | Contracted | Controlled |
| Converted | Coordinated | Decided | Delegated |
| Developed | Directed | Eliminated | Emphasized |
| Enforced | Enhanced | Established | Executed |
| Generated | Handled | Headed | Hired |
| Hosted | Improved | Incorporated | Increased |
| Initiated | Inspected | Instituted | Led |
| Managed | Merged | Motivated | Navigated |
| Organized | Originated | Overhauled | Oversaw |
| Planned | Presided | Prioritized | Produced |
| Recommended | Reorganized | Replaced | Restored |
| Reviewed | Scheduled | Secured | Selected |
| Streamlined | Strengthened | Supervised | Terminated |

Organizational Skills

| | | | |
|-----------------|------------------|-------------------|--------------------|
| Approved | Arranged | Catalogued | Categorized |
| Charted | Classified | Coded | Collected |
| Compiled | Corrected | Corresponded | Distributed |
| Executed | Filed | Generated | Incorporated |
| Inspected | Logged | Maintained | Monitored |
| Obtained | Operated | Ordered | Organized |
| Prepared | Processed | Provided | Purchased |
| Recorded | Registered | Reserved | Responded |
| Reviewed | Routed | Scheduled | Screened |
| Submitted | Supplied | Standardized | Systematized |
| Updated | Validated | Verified | |

Research Skills

| | | | |
|------------------|------------------|-------------------|-------------------|
| Analyzed | Clarified | Collected | Compared |
| Conducted | Critiqued | Detected | Determined |
| Diagnosed | Evaluated | Examined | Experimented |
| Explored | Extracted | Formulated | Gathered |
| Inspected | Interviewed | Invented | Investigated |
| Located | Measured | Organized | Researched |
| Reviewed | Searched | Solved | Summarized |
| Surveyed | Systematized | Tested | |

Teaching Skills

| | | | |
|---------------------|--------------------|--------------------|-------------------|
| Adapted | Advised | Clarified | Coached |
| Communicated | Conducted | Coordinated | |
| Developed | Enabled | Encouraged | Evaluated |
| Explained | Facilitated | Focused | Guided |
| Individualized | Informed | Instilled | Instructed |
| Motivated | Persuaded | Simulated | Stimulated |
| Taught | Tested | Trained | Transmitted |
| Tutored | | | |

Technical Skills

| | | | |
|-------------------|-------------------|------------------|-------------------|
| Adapted | Applied | Assembled | Built |
| Calculated | Computed | Conserved | Constructed |
| Converted | Debugged | Designed | Determined |
| Developed | Engineered | Fabricated | Fortified |
| Installed | Maintained | Operated | Overhauled |
| Printed | Programmed | Rectified | Regulated |
| Remodeled | Repaired | Replaced | Restored |
| Solved | Specialized | Standardized | Studied |
| Upgraded | Utilized | | |

Power verbs not categorized:

Achieved

Coached

Completed

Concluded

Created

Delivered

Designed

Devised

Discovered

Expanded

Formed

Identified

Illustrated

Implemented

Increased

Initiated

Innovated

Integrated

Introduced

Launched

Maximized

Modified

Optimized

Performed

Realized

Received

Served

Showed

Started

Transferred