

The following list of action verbs is designed to assist in finding the strongest and most descriptive verb. The verbs are grouped together by broad categories. This list is followed by some common working definitions to provide consistency in interpreting key verbs at CSU.

<p><u>Administrative/Mgmt</u> Administer Coordinate Decision maker Direct Lead Manage Oversee Supervise</p>	<p><u>Analyze/Evaluate</u> Appraise Analyze Ascertain Assemble Assess Balance Calculate Calibrate Check Compare Compile Consider Detect Determine Develop Diagnose Distinguish Estimate Evaluate Examine Forecast Identify Improve Inspect Interpret Investigate Judge Measure Plan Propose Rate Reconcile Report Research Resolve Review Solve Study Summarize Survey Test Troubleshoot</p>	<p><u>Receive/Provide</u> Accept Accumulate Acquire Arrange for Assemble Buy Collect Compile Deliver Distribute Exchange Forward Furnish Gather Inform Inquire Issue Mail Notify Prepare Process Procure Provide Purchase Receive Recruit Request Report Secure Send Solicit Submit Supply Transfer Withdraw</p>	<p><u>Control</u> Audit Check Conserve Control Edit Enforce Ensure Guarantee Inspect Monitor Prevent Protect Regulate Restrict Review Schedule Track Validate Verify</p>
<p><u>Admin Action</u> Advise Allocate Appoint Approve Assign Authorize Conduct Control Consult Decide Delegate Enforce Establish Execute Implement Initiate Organize Originate Plan Propose Recommend Refer Review Select Train</p>			<p><u>Create</u> Adapt Create Design Devise Develop Establish Express Fabricate Forecast Initiate Install Originate</p>
<p><u>Taking Action</u> Activate Encourage Expedite Implement Install Maintain Motivate Operate Retool Troubleshoot Update</p>		<p><u>Communication/Interactive</u> Communicate Consult Counsel Edit Explain Interview Negotiate Present Teach Write</p>	<p><u>Assisting Verbs</u> <i>These verbs should only be used when they are an accurate description of the work/role performed.</i> Advise Aid Assist Cooperate Guide Help Participate</p>

Definitions of Commonly Used Verbs

<p>Adapt – To modify or change to fit specific new conditions or situations.</p> <p>Administer – To direct the daily operations of a program and the execution of the program goals.</p> <p>Advise – To offer informed opinions or give specialized information to others.</p> <p>Analyze – Identify the elements of and critically examine and relate elements to each other or separately or in relation to the whole.</p> <p>Allocate – To assign or apportion a resource for a specific reason.</p> <p>Appraise – To compare or assess critically with established standards.</p> <p>Approve – Exercise final decisive authority resulting in an action.</p> <p>Assign – Specify tasks to be performed by others.</p> <p>Assist – To help or aid, not directly responsible.</p> <p>Authorize – To approve, usually conveys management level authority to approve.</p> <p>Bind – Make a commitment resulting in a financial or other obligation or arrangement.</p> <p>Commit – Pledge to a particular course of action.</p> <p>Compile – Put together or assemble information or data in a new format.</p> <p>Conduct – Organize and carry out an activity, often implies leadership role.</p> <p>Consult – Actively provide expertise and advice.</p>	<p>Control – Direct, regulate or guide the use of resources. May also refer to monitoring activities to ensure compliance with rules or expected results.</p> <p>Cooperate – Act jointly with others.</p> <p>Coordinate – Organize and regulate the related actions of others to attain results.</p> <p>Create – Produce or develop using originality and ingenuity.</p> <p>Delegate – Assign another person tasks or duties. Usually conveys the authority of the delegator.</p> <p>Develop – To generate and form a plan, idea or concept over time. Usually implies study and analysis.</p> <p>Devise – Form an idea or concept or plan that is a combination of ideas and often new application of principles or arrangement of parts.</p> <p>Direct – To govern and have control over work operations. Usually implies establishing goals and objective, as well as operating standards.</p> <p>Execute – Put into effect and carry out a plan of action.</p> <p>Evaluate – To determine the significance, condition or value of something through careful study or appraisal.</p> <p>Forecast – Predict future events or occurrences based on knowledge of the topic area and specified assumptions. Assumes analysis.</p> <p>Guide – To direct another in a course of action.</p> <p>Implement – To fulfill an action and carry it out to the point of usage.</p>
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<p>Improve – Make better.</p> <p>Inform – Communicate information to others.</p> <p>Initiate – Set into motion or introduce.</p> <p>Inspect – Examine applicable materials to determine quality and suitability for use.</p> <p>Instruct – Teach, demonstrate and impart knowledge.</p> <p>Interpret – Identify and explain the meaning and significance of something.</p> <p>Investigate – Uncover facts by systematic research, analysis and examination of various sources.</p> <p>Lead – To guide and provide work direction. Usually used in the context of lead work direction that involves assigning, prioritizing and reviewing the work of others.</p> <p>Maintain – To keep in satisfactory condition.</p> <p>Manage – Direct, control, plan and organize the operations of an organizational unit. Conveys authority for decision making and accountability for results.</p> <p>Monitor – To watch and check on something.</p> <p>Negotiate – Confer with others to reach agreement.</p> <p>Oversee – Supervise/manage a functional area or operation without necessarily having people supervisory responsibility.</p> <p>Participate – To have a share or part in something with others.</p> <p>Plan – To develop an organized scheme for the execution of a project.</p> <p>Prepare – To make ready in advance for some use.</p>	<p>Process – Taking materials or actions through a series of pre-determined steps.</p> <p>Propose – To develop a recommendation or suggestion for the consideration of others.</p> <p>Recommend – Present a matter or proposal for action or approval.</p> <p>Reconcile – To check, adjust, settle or to make or prove consistent.</p> <p>Research – Critical investigation of a specific inquiry involving gathering information, reviewing and interpreting information and developing conclusions based on knowledge and facts uncovered.</p> <p>Review – Examination and consideration of facts or results for accuracy, completeness and suitability.</p> <p>Select – Choose what appears to be the best solution for a specific purpose.</p> <p>Study – Process of applying thought, analysis and research to the subject under investigation.</p> <p>Supervise – Personally oversee or control the work of others. Possesses authority to conduct or effectively recommend certain employee actions.</p> <p>Survey – To take a general view of through inspection or examination.</p> <p>Train – Teach, demonstrate and guide the work performance of others.</p> <p>Troubleshoot – Locate and eliminate the source of a problem in the work flow.</p> <p>Validate – To ensure something is founded in truth or sound data and reasoning.</p>
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