



DESCRIPTIVE USE OF WORDS

ACTION VERBS

Accelerated	Communicated	Documented	Formed
Accomplished	Compiled	Drafted	Formulated
Achieved	Completed	Dramatized	Forwarded
Adapted	Composed	Drew	Founded
Adjusted	Computed	Drove	Functioned
Administered	Conceived	Earned	Gathered
Admitted	Conceptualized	Edited	Generated
Advanced	Conciliated	Educated	Governed
Advertised	Conducted	Effected	Guided
Advised	Confronted	Electrified	Harmonized
Affected	Consolidated	Eliminated	Headed
Aided	Constructed	Employed	Held
Aligned	Conserved	Enforced	Helped
Allocated	Consulted	Engineered	Hired
Analyzed	Contracted	Enlarged	Identified
Anticipated	Controlled	Entertained	Illustrated
Applied	Coordinated	Equipped	Implemented
Appraised	Corresponded	Established	Improved
Arbitrated	Counseled	Estimated	Improvised
Arranged	Created	Evaluated	Increased
Ascertained	Deferred	Examined	Indexed
Assembled	Defined	Exceeded	Indoctrinated
Assessed	Delegated	Executed	Influenced
Assigned	Delivered	Exhibited	Informed
Assisted	Demonstrated	Expanded	Initiated
Attained	Designed	Expedited	Innovated
Audited	Detailed	Experienced	Inspected
Authored	Detected	Explained	Inspired
Budgeted	Determined	Explored	Installed
Built	Developed	Expressed	Instituted
Calculated	Devised	Extended	Instructed
Cataloged	Diagnosed	Extracted	Instrumented
Chaired	Directed	Fabricated	Integrated
Changed	Discovered	Facilitated	Interpreted
Charted	Dispensed	Familiarized	Intervened
Clarified	Displayed	Filed	Interviewed
Classified	Disproved	Filtered	Introduced
Coached	Dissected	Figured	Invented
Collected	Distributed	Fixed	Replaced
Combined	Diverted	Focused	Specified
Inventoried	Investigated	Keynoted	Judged

Justified	Processed	Simplified
Launched	Produced	Sketched
Led	Programmed	Sold
Lectured	Projected	Solved
Located	Promoted	Sorted
Maintained	Proposed	Sparked
Managed	Protected	Spearheaded
Mapped	Proved	Spoke
Marketed	Provided	Stabilized
Measured	Publicized	Staffed
Mediated	Published	Stimulated
Mentored	Purchased	Straightened
Merged	Quoted	Streamlined
Modeled	Raised	Strengthened
Modified	Realized	Structured
Monitored	Reasoned	Studied
Motivated	Recommended	Succeeded
Navigated	Reconciled	Suggested
Negotiated	Recorded	Summarized
Observed	Recovered	Supervised
Obtained	Recruited	Supplied
Operated	Reduced	Surveyed
Optimized	Referred	Synthesized
Ordered	Refined	Systemized
Organized	Rehabilitated	Tabulated
Originated	Rendered	Tailored
Outsold	Renovated	Talked
Overcame	Reorganized	Taught
Oversaw	Repaired	Tested
Painted	Reported	Timed
Participated	Represented	Trained
Patented	Researched	Transcribed
Perfected	Resolved	Transferred
Performed	Responded	Transformed
Persuaded	Restored	Translated
Photographed	Retrieved	Transmitted
Piloted	Reviewed	Treated
Pioneered	Revised	Triggered
Planned	Revitalized	Tutored
Played	Rewrote	Uncovered
Predicted	Saved	Unified
Prepared	Scheduled	Updated
Prescribed	Secured	
Presented	Selected	
Preserved	Served	
Presided	Set up	
Printed	Shaped	