Action Word Definitions

The following words are valuable for identifying and defining the activities of a job. Through the use of concise terminology, it is possible to minimize ambiguity or misunderstanding relative to what is being done. It is not a complete list, however, and job description writers may find other suitable words.

ACCOUNTS: To furnish a justifying analysis or explanation.

ACQUIRES: To buy or take possession of.

ADAPTS: To modify to suit or fit specific needs.

ADJUSTS: To bring the parts of something to a true, more desirable or effective position.

ADMINISTERS: To carry out or regulate organizational or program operations, policies, and procedures; to apply a remedy.

ADOPTS: To accept and use as one’s own.

ADVISES: To provide, based on specialized knowledge and usually only on request, information, ideas, suggestions, or informed opinions which aid/support other in deciding on a course of action or making a decision.

ADVOCATES: To endorse in an assertive and deliberate manner.

ALLOCATES: To set aside money, property, power, or other resources for a particular individuals/program, group of individuals/programs, or an organization.

ALLOTS: To distribute a share or portion for a specific purpose.

ALTERS: To make different without changing into something else.

AMUSES: To provide any form of distraction that contents the mind.

ANALYZES: To separate all or any part of something into its constituent parts for the purpose of identifying and examining relationships of the parts to one another and to other factors.

ANSWERS: To speak or write in reply to an inquiry.

APPLIES: To put to use for a purpose.

APPOINTS: To officially designate.
APPRAISES: To give an expert judgment of worth or merit.
APPROVES: To exercise final authority with regard to the acceptability of an action.
ARBITRATES: To act with defined authority to resolve a dispute.
ARRANGES: To prepare for an event.
ASSEMBLES: To convene individuals out of common interest or purpose; to fit together with component parts of a structure or machine.
ASSESSES: To determine the exact value or extent prior to judging it or using it as the ground for a decision.
ASSIGNS: To specify or designate tasks or duties to be performed by others.
AUDITS: To examine accounts in a final, official sense to verify their correctness.
AUTHORIZES: To give permission for or to empower through vested authority.
AWARDS: To confer or bestow for performance or quality.
BALANCES: To arrange or prove so that the sum of one group equals the sum of another.
BARGAINS: To negotiate the terms of a sale, exchange, or other agreement.
BATCHES: To group into a quantity for a future operation.
BUDGETS: To plan a summary of probable expenditures and income for a given period.
CALCULATES: To determine by mathematical or statistical processes.
CALIBRATES: To check, adjust, or standardize the graduation of.
CARRIES: To move something or someone from one place to another, using the hands.
CATEGORIZES: To group on the basis of a comparison of certain readily perceived characteristics and criteria.
CERTIFIES: To officially endorse something in conformance with set standards.
CHECKS: To compare with a source as to verify accuracy.
| CIRCULATES: | To move from person to person or place to place. |
| CLASSIFIES: | To arrange, distribute, or group facts/items according to common characteristics. |
| CLEANS: | To remove dirt or impurities; to prepare for cooking. |
| CLIMBS: | To move progressively upward. |
| COACHES: | To befriend and encourage individuals on a personal, caring basis. |
| CODES: | To translate words or figures into symbols (letters or numbers). |
| COLLABORATES: | To work jointly with. |
| COLLATES: | To assemble in proper numerical or logical sequence. |
| COLLECTS: | To bring data or material together in a group or mass. |
| COMPARES: | To examine for the purpose of discovering similarities or differences. |
| COMPILES: | To place information or arrange material from other documents into a formalized order. |
| COMPOSES: | To create by artistic labor. |
| COMPUTES: | To determine by arithmetical processes. |
| CONDENSES: | To shorten material without altering its meaning. |
| CONFERS: | To seek and compare vies, opinions, and judgments with others through discussions. |
| CONFIRMS: | To assure the accuracy, consistency, or completeness of. |
| CONSOLIDATES: | To bring together; to combine several into one. |
| CONSTRUCTS: | To make or form by combining parts; to draw with suitable instruments and under specified conditions. |
| CONSULTS: | To give expert/definitive professional advice. |
| CONTROLS: | To evaluate, verify, regulate, and/or be informed about actions to the point of influencing or directing activities/functions toward conformance with plans or desired results. |
CONVERTS: To alter the physical or chemical nature of something.

CONVEYS: To transfer by legal means ownership of property from one individual to another.

COORDINATES: To guide, regulate, or adjust the interrelated and interdependent activities of individuals or functions of a unit(s) to facilitate a common actions and to attain a common purpose or goal.

COPIES: To reproduce an original.

CORRECTS: To eliminate error or defect.

CORRELATES: To establish a direct or inverse relationship.

CORRESPONDS: To communicate with others in writing.

COUNSELS: To provide advice, usually on one’s own initiative, in which a course of action is suggested or urged and some recourse of follow-up is implied.

COUNTS: To list or name, one by one, to find the total number of units involved.

CREATES: To bring into existence; to produce through imaginative skill.

DEBATES: To discuss and argue a question formally and usually in public.

DECIDES: To make up one’s mind as to action, course, or judgment.

DEFENDS: To ward off something that actually threatens, to repel something that actually attacks.

DEFINES: To determine and state the limits and nature of; to give the distinguishing characteristics of.

DELEGATES: To designate with authority another to perform tasks or duties which in turn may carry specific degrees of accountability and authority.

DELIBERATES: To consider carefully and thoroughly a matter with abstract/complex variables to arrive at a conclusion.

DELIVERS: To carry something to an intended destination.

DEMONSTRATES: To explain or make clear by using examples/experiments or showing the operations of.
DESCRIBES: To give an account in words that create a visual image to the minds of others.

DESIGNATES: To choose an incumbent or to detail a person to a certain post.

DESIGNS: To conceive, create, and execute the form or shape of a physical object or the method for doing something.

DESTROYS: To completely tear down, do away with, or bring to an end.

DETECTS: To take notice of something by physical means (e.g., visual, tactile).

DETERMINES: To fix conclusively or authoritatively the course, character, functions, or scope of something.

DEVELOPS: To expand or realize the potentialities of; to bring gradually to a fuller, greater, or better state.

DEVISES: To form in the mind by new combinations or applications of ideas or principles; to invent.

DIAGNOSES: To identify a disease, malfunction, or cause of disorder by symptoms or distinguishing characteristics.

DIGS: To beak and turn over or remove with a tool.

DIRECTS: To personally oversee, inspect, or guide the work of others, with responsibility for ensuring certain standards of performance are met.

DISBURSES: To pay our or distribute with authority.

DISCIPLINES: To penalize individuals or groups, whose behavior is contrary to existing regulations; to establish habits of self-control.

DISCOVERS: To intentionally search for and acquire or find something that already exists but is new to the discoverer.

DISCUSSES: To exchange views to arrive at a better understanding.

DISMANTLES: To take apart or raze; to remove furniture or equipment.

DISPATCHES: To send off or out.

DISPENSES: To give a carefully weighed or measured portion to each of a group as a right or as to need.
DISPLAYS: To show; to place before the view of others.

DISSMENIATES: To spread or disperse information or ideas.

DISTRIBUTES: To deal out portions or spread about units among a number of recipients.

DRAFTS: To prepare papers or documents in preliminary form for clearance and approval by others.

DRIVES: To start, stop, and control the movement or action of machines.

DUMPS: To empty out or unload in a heap or mass.

DUPLICATES: To make a copy or reproduction through the use of machinery.

EDITS: To correct spelling, faulty phrasing, and imperfect punctuation, and mark a manuscript to ready it for publication.

ELABORATES: To work out in detail; to give details.

ELECTS: To vote for.

ELIMINATES: To get rid of; to set aside as unimportant.

EMPLOYS: To use or engage the service of; to provide a job with consideration.

ENCOURAGES: To inspire with spirit and hope.

ENDORSES: To support or recommend actively.

ENLISTS: To secure the support and aid of.

ENTERS: To write down in a record, diary, log, or list; to make an entry of.

ENTERTAINS: To provide some activity or attraction that will give pleasure or relieve monotony or boredom.

ESCORTS: To accompany another or others to give protection or to watch over; to accompany as a courtesy or honor.

ESTIMATES: To make a rough approximation of the size, extent, or value of.

EVALUATES: To judge reports, data, plans, or performances in relation to establishes goals, policies, and standards; to compare critically to a standard for suitability.
EXAMINES: To look over closely to determine the condition, quality, validity, or nature of.

EXCHANGES: To give or take one thing in return for another.

EXERCISES: To train by drills and maneuvers in order to strengthen and develop.

EXHIBITS: To put forward prominently or openly, either with the express intention or with the results of attracting other’s attention or inspection.

EXPERIMENTS: To undertake an action to discover something not yet known or to demonstrate something unknown.

EXPLAINS: To make clear or easier to understand that which appears vague, causeless, or inconsistent.

EXTRACTS: To pull out by effort; to make a selection or quotation of; to determine by calculation.

FABRICATES: To build by assembling; to manufacture.

FASTENS: To make secure by locking, shutting, buttoning; to fix firmly in place.

FEEDS: To move into a machine or opening in order to be used or processed; to furnish with something essential for growth and sustenance.

FILES: To arrange in methodical manner, to rub smooth or cut away with a tool.

FORECASTS: To predict or indicate a condition or event beforehand as a result of rational study of available data.

FORMULATES: To prepare mentally a rough plan, policy or procedure.

GARNERS: To gather and store in a granary.

GATHERS: To pick, pluck, and cull a crop.

GUAGES: To assess a thing as authentic, good, or adequate or the degree it is in relation to a standard measure or scale.

GENERATES: To originate by a vital, chemical, or mechanical process.

GOVERNS: To exercise continuous sovereign authority over.

GRADES: To divide into groups based on ascending or descending order.
GUARDS: To watch over to keep safe from any potential attack or harm.

GUIDES: To show the way or approach by applying intimate knowledge or experience of the way or approach and of all its difficulties.

HAULS: To move by pulling or drawing; to transport by vehicle.

HIRES: To engage the service of for a set sum.

HYPOTHESES: To form a tentative assumption to test its logical or empirical consequences.

IDENTIFIES: To recognize, acknowledge, or establish based on the characteristics of.

ILLUSTRATES: To make clear something in which is difficult, abstract, or emote from experience especially to use pictures or sketches to make vivid or real what is being explained.

IMPLEMENTS: To carry out or into effect a plan, program, or operation.

IMPORTS: To bring in from a foreign or external source.

IMPROVES: To correct or advance something by supplying what it lacks or wants.

INDEXES: To classify information, usually by subject matter or name to facilitate reference.

INDICTS: To bring legal charges against an individual or organization.

INFORMS: To make known; to call attention to.

INNOVATES: To exercise creativity in introducing something new or in making changes.

INSPECTS: To search, through direct observations, for conditions such as errors, defects, flaws, or shortcomings.

INSTALLS: To establish in an indicated place, condition, or status; to set up for use in service.

INSTRUCTS: To impart knowledge systematically.

INTERPRETS: To explain meanings or intentions, not immediately apparent to others, in light of individual judgment; to translate.

INTERVIEWS: To obtain facts or opinions through oral inquiry or examination.
INVENTORIES: To catalog; to count and list; to make an itemized record of.

INVENTS: To create; to think up or imagine.

INVESTIGATES: To make a methodical, searching inquiry into a situation.

ISSUES: To put forth or distribute officially.

ITEMIZES: To enumerate one after another; to set or note down in detail.

JOINS: To bring or put together.

JUDGES: To investigate and compare the evidence and merits of all issues in a case and decide where the truth lies.

JUSTIFIES: To prove or how to be right or reasonable in light of individual beliefs or facts.

LEADS: To guide or direct others on a course or in the direction of without final responsibility for results achieved.

LIFTS: To use effort to overcome the force of gravity.

LOADS: To place in or on a means of conveyance.

LOCATES: To search for and find.

LUBRICATES: To apply a substance to machinery to reduce friction in operation.

MANAGES: To guide and coordinate worker activities and organizational or program policies, rules, practices, methods, and standards.

MANIPULATES: To move, guide, or place objects or materials with skill and dexterity.

MANUFACTURES: To make or process raw material into a finished product.

MAPS: To make a survey of for the purpose of representation.

MATCHES: To pair up or put into a set those items possessing equal or harmonizing attributes.

MEASURES: To determine the quantity, mass, extent, or degree of in terms of a standard unit or fixed amount.

MEDIATES: To interpose with parties to reconcile them; to reconcile differences.
MENDS: To repair; to restore to soundness that which is broken or torn.

MIXES: To combine or blend particles, parts, or elements into one.

MODIFIES: To limit or restrict the meaning of; to make minor changes in.

MONITORS: To watch, observe, or check for a specific purpose.

MOTIVATES: To stimulate the active interest or desire within someone for something.

MOVES: To go or transport from one point to another.

NEGOTIATES: To confer with others for the purpose of reaching agreement.

NOTIFIES: To send a formal notice giving required or pertinent information.

NULLIFIES: To make of no value or consequence; to cancel out.

OBSERVES: To obtain data visually.

OBTAINS: To acquire or gain possession of.

OPENS: To make available for entry or passage.

OPERATES: To start, stop, control, and adjust machinery or equipment.

ORGANIZES: To take steps to set up the administrative structure or functions of an office or process.

ORIGINATES: To bring into being; to initiate.

OUTLINES: To make a summary of the significant features of a subject.

OVERHAULS: To make repairs, adjustments needed to restore to good working order.

OVERSEES: To watch, to monitor.

PACKAGES: To wrap or box an item or group of items.

PERMITS: To consent to; to authorize.

PERSUADES: To induce others by argument or entreaty to accept a belief or position; to prevail upon others to take a course of action.

PICKS UP: To collect or lift an object or material.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>PLANS:</td>
<td>To devise a detailed means of course of action for attaining an objective/goal.</td>
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<tr>
<td>POSTS:</td>
<td>To transfer or carry information from one record to another; to display prominently.</td>
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<tr>
<td>PREDICTS:</td>
<td>To foretell on the basis of observation, experience, or scientific reason.</td>
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<td>PREScribes:</td>
<td>To recommend medical treatment with authority.</td>
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<td>PRESENTS:</td>
<td>To lay as a charge before the court; to offer for view.</td>
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<td>PREServes:</td>
<td>To keep safe; to protect; to keep free from decay.</td>
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<tr>
<td>PREVENTS:</td>
<td>To stop something from occurring; to take advance measures against.</td>
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<td>PROCURES:</td>
<td>To obtain possession of.</td>
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<td>PRODUCes:</td>
<td>To grow; to make, bear, or yield something.</td>
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<td>PROGرام:</td>
<td>To arrange or work out a sequence of operations to be performed by equipment or machinery.</td>
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<td>PROMOTES:</td>
<td>To advance at a higher level or position; to foster the growth or development of.</td>
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<td>PROOFReads:</td>
<td>To read a copy of a printer’s proof against the original manuscript.</td>
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<td>PROPOSEs:</td>
<td>To formulate and suggest for adoption.</td>
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<td>PULLS:</td>
<td>To cause to move in the direction toward the source of the force.</td>
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<td>PURCHAses:</td>
<td>To buy or procure by committing funds.</td>
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<td>PUShes:</td>
<td>To use force upon an object to move it away from the source of the force.</td>
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<td>QUANTIFIEs:</td>
<td>To determine or express the amount of.</td>
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<td>QUESTIONS:</td>
<td>To interrogate; to inquire.</td>
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<td>RANKs:</td>
<td>To determine or assign the relative importance of data, people, or things.</td>
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<tr>
<td>RATEs:</td>
<td>To determine the rank of in relation to others of the same kind.</td>
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<td>REAPs:</td>
<td>To cut grain and pulse for harvest.</td>
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<td>REBUILDs:</td>
<td>To make extensive structural repairs.</td>
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<td><strong>RECOMMENDS:</strong></td>
<td>To suggest and support for adoption a course of action.</td>
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<td><strong>RECONCILES:</strong></td>
<td>To adjust; to make congruous; to seek agreement.</td>
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<td><strong>RECORDS:</strong></td>
<td>To set down in writing; to preserve in some permanent form.</td>
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<td><strong>REDUCES:</strong></td>
<td>To narrow down; to diminish in size or amount.</td>
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<td><strong>REFERS:</strong></td>
<td>To send or direct for aid, treatment, information, or decision.</td>
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<td><strong>REFINES:</strong></td>
<td>To free from impurities, imperfections, or vulgarities; to make more polished.</td>
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<td><strong>REGISTERS:</strong></td>
<td>To enter in a record or list officially.</td>
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<td><strong>REGULATES:</strong></td>
<td>To order or restrain by rule, method, or established mode.</td>
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<td><strong>REINFORCES:</strong></td>
<td>To strengthen with additional forces.</td>
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<td><strong>REJECTS:</strong></td>
<td>To refuse to hear, receive, or admit.</td>
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<td><strong>RELEASES:</strong></td>
<td>To permit the publication or dissemination of.</td>
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<td><strong>RE uplifts:</strong></td>
<td>To send money in payment of.</td>
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<td><strong>REPAIRS:</strong></td>
<td>To put into good or fitting order when something is injured.</td>
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<td><strong>REPLACES:</strong></td>
<td>To provide a substitute for something now lost, gone, or worn out.</td>
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<td><strong>REPORTS:</strong></td>
<td>To give an account, in detail, of facts and figures.</td>
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<td><strong>REPRESENTS:</strong></td>
<td>To foster general interest in, through speeches, and consultation and contacts with individuals, groups, and constituencies.</td>
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<td><strong>RESCINDS:</strong></td>
<td>To make void; to repeal; to abrogate a contract by restoring preexisting conditions.</td>
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<td><strong>RESCUES:</strong></td>
<td>To free a person or animal from imminent danger by prompt or vigorous action.</td>
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<td><strong>RESEARCHES:</strong></td>
<td>To perform a systematic, critical, intensive investigation directed toward development of new or fuller knowledge of the topic or issue studied.</td>
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<td><strong>RESOLVES:</strong></td>
<td>To decide or do or refrain from doing something; to take remedial action.</td>
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<tr>
<td><strong>RETRIEVES:</strong></td>
<td>To recover from a location where previously placed, set, or thrown.</td>
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</table>
REVIEWS: To consider or to reexamine results for the purpose of giving an opinion or approval.

REVISES: To rework in order to correct or improve; to make a new, improved, or up-to-date version.

REWARDS: To give something in recompense for worthy behavior.

SALVAGES: To rescue or save (as from wreckage or ruin).

SCANS: To survey from point to point in a cursory manner.

SCHEDULES: To plan a timetable; to set specific time for.

SCORES: To assign a numerical evaluation.

SCREENS: To examine for the purpose of separating one group.

SEALS: To secure the contents of by closing with adhesive.

SEARCHES: To systematically look over and through for the purpose of finding an item.

SELECTS: To decide on one, or a few from several possibilities.

SELLS: To give up property to another for money or other valuable consideration.

SENDS: To dispatch by a means of communication; to convey.

SERVES: To attend to the personal needs or request of people.

SERVICES: To make fit for use by providing maintenance, supplies, repairs, or installation.

SMELLS: To acquire and examine the odor or scent with the nose.

SOLICITS: To approach with a request or plea; to strongly urge.

SOLVES: To answer a question or work out a problem.

SORTS: To group or categorize according to systematic relations or common characteristics; to put in a definite place or rank according to kind, class, or other category.

STACKS: To load or arrange in a somewhat orderly heap or pile.
STORES: To put away for future use; to deposit or receive for safe keeping.

STUDIES: To contemplate; to learn all the possibilities, applications, variations, or relations of a subject before making plans and/or taking action.

SUBMITS: To present for the decisions, judgment, or information of others.

SUGGESTS: To direct attention to something for consideration.

SUMMARIZES: To present in a concise and compact manner.

SUPPLIES: To provide space, equipment, material, and other non-financial resources.

SURVEYS: To look at or consider in a general or comprehensive way; to determine the location, form, or boundaries of by measuring the lines and angles.

SYNTHESIZES: To compose or combine parts or elements in order to form a whole.

SYSTEMATIZES: To arrange or make by the use of a method or orderly planning.

TABULATES: To put in table form; to set up in columns, rows.

TEACHES: To apply a guided process of assigned work, discipline, direct study, and the presentation of examples to increase the general knowledge of another person.

TENDS: To start, stop, and monitor the functioning of machinery and equipment.

TESTIFIES: To provide oral or written testimony on facts known.

TESTS: To put a thing to decisive proof by thorough examination under controlled conditions.

TOTALS: To add up; to compute.

TRACES: To copy as a drawing.

TRADES: To give in exchange for another commodity; to make a purchase.

TRAINS: To develop a particular faculty or skill in others to bring them up to a predetermined standard of work performance.

TRANSACTS: To carry on or handle business in accordance with a prescribed procedure.
TRANSCRIBES: To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data.

TRANSFERS: To change from one mode of conveyance to another or from one depository to another.

TRANSLATES: To turn into one’s own or another language.

TRANSMITS: To transfer or send out a signal either by radio waves or over a wire.

TREATS: To give medical or surgical care; to subject to chemical action.

TURNS: To make to rotate or revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting).

TUTORS: To instruct on an individual basis and in a special subject or for a particular occasion or purpose.

TYPES: To write with a typewriter.

UPDATES: To make current with the most recent facts, methods, or ideas.

USHERS: To guide to a particular place.

WASHES: To clean by means of water and/or other substances by dipping, tumbling, or scrubbing.

WAXES: To rub, polish, cover, smear, or treat with a sealing substance.

WEIGHS: To determine the heaviness of an object.

WRITES: To set down letters, words, sentences, or figures on paper or other suitable material.