

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.
ASSESSSES:	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 unites 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.
DEVICES:	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 out 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.
DISSMINIATES:	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.
HYPOTHESIZES:	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.

PLANS:	To devise a detailed means of course of action for attaining an objective/goal.
POSTS:	To transfer or carry information from one record to another; to display prominently.
PREDICTS:	To foretell on the basis of observation, experience, or scientific reason.
PRESCRIBES:	To recommend medical treatment with authority.
PRESENTS:	To lay as a charge before the court; to offer for view.
PRESERVES:	To keep safe; to protect; to keep free from decay.
PREVENTS:	To stop something from occurring; to take advance measures against.
PROCURES:	To obtain possession of.
PRODUCES:	To grow; to make, bear, or yield something.
PROGRAMS:	To arrange or work out a sequence of operations to be performed by equipment or machinery.
PROMOTES:	To advance at a higher level or position; to foster the growth or development of.
PROOFREADS:	To read a copy of a printer's proof against the original manuscript.
PROPOSES:	To formulate and suggest for adoption.
PULLS:	To cause to move in the direction toward the source of the force.
PURCHASES:	To buy or procure by committing funds.
PUSHES:	To use force upon an object to move it away from the source of the force.
QUANTIFIES:	To determine or express the amount of.
QUESTIONS:	To interrogate; to inquire.
RANKS:	To determine or assign the relative importance of data, people, or things.
RATES:	To determine the rank of in relation to others of the same kind.
REAPS:	To cut grain and pulse for harvest.
REBUILDS:	To make extensive structural repairs.

RECOMMENDS:	To suggest and support for adoption a course of action.
RECONCILES:	To adjust; to make congruous; to seek agreement.
RECORDS:	To set down in writing; to preserve in some permanent form.
REDUCES:	To narrow down; to diminish in size or amount.
REFERS:	To send or direct for aid, treatment, information, or decision.
REFINES:	To free from impurities, imperfections, or vulgarities; to make more polished.
REGISTERS:	To enter in a record or list officially.
REGULATES:	To order or restrain by rule, method, or established mode.
REINFORCES:	To strengthen with additional forces.
REJECTS:	To refuse to hear, receive, or admit.
RELEASES:	To permit the publication or dissemination of.
REMITTS:	To send money in payment of.
REPAIRS:	To put into good or fitting order when something is injured.
REPLACES:	To provide a substitute for something now lost, gone, or worn out.
REPORTS:	To give an account, in detail, of facts and figures.
REPRESENTS:	To foster general interest in, through speeches, and consultation and contacts with individuals, groups, and constituencies.
RESCINDS:	To make void; to repeal; to abrogate a contract by restoring preexisting conditions.
RESCUES:	To free a person or animal from imminent danger by prompt or vigorous action.
RESEARCHES:	To perform a systematic, critical, intensive investigation directed toward development of new or fuller knowledge of the topic or issue studied.
RESOLVES:	To decide or do or refrain from doing something; to take remedial action.
RETRIEVES:	To recover from a location where previously placed, set, or thrown.

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.
URNS:	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.