

Appendix

Action Verbs

- accelerate
- accomplish
- achieve
- acquire
- activate
- actuate
- adapt
- address
- administer
- advise
- affect
- allocate
- amend
- amplify
- analyze
- anticipate
- appraise
- appoint
- approve
- arbitrate
- arrange
- assemble
- assess
- assist
- assume
- attain
- attract
- audit
- augment
- author
- authorize
- automate
- avail
- award
- balance
- broaden
- budget
- build
- buy
- calculate
- capture
- centralize
- challenge
- change
- chart
- clarify
- close
- co-author
- collaborate
- collect
- combine
- communicate
- compile
- compose
- compute
- conceive
- conceptualize
- conclude
- condense
- conduct
- consolidate
- construct
- contract
- contribute
- contrive
- control
- convert
- coordinate
- correct
- counsel
- create
- cultivate
- decentralize
- decrease
- define
- delegate
- demonstrate
- design
- determine
- develop
- devise
- devote
- diagram
- direct
- discover
- distribute
- document
- double
- draft
- earn
- edit
- effect
- elect
- eliminate
- employ
- encourage
- enforce
- engineer
- enhance
- enlarge
- enrich
- establish
- estimate
- evaluate
- examine
- exceed
- execute
- expand
- expedite
- explain
- expose
- extend
- extract
- facilitate
- forecast
- form
- formulate
- formalize
- fortify
- find
- frame
- fulfill
- gain
- gather
- generate
- govern
- guide
- handle
- hire
- identify
- illuminate
- implement
- improve
- improvise
- inaugurate
- increase
- incur
- inform
- initiate
- innovate
- inspire
- inspect
- instigate
- instruct
- insure
- install
- instill
- interface
- interpret
- interview
- invent
- introduce
- investigate
- isolate
- issue
- institute
- launch
- lead
- lighten
- localize
- locate
- maintain
- manage
- market
- minimize
- moderate
- modify
- monitor
- motivate
- negotiate
- nurture
- obtain
- offer
- operate
- organize
- orient
- originate
- overhaul
- perceive
- perform
- pinpoint
- pioneer
- plan
- prepare
- present
- preserve
- preside
- prevent
- process
- procure
- produce
- program
- promote
- prompt
- propose
- prove
- provide
- publicize
- publish
- purchase
- react
- recommend
- reconcile
- record
- recruit
- rectify
- redesign
- reduce
- refine
- regain
- regulate
- reinforce
- reject
- relate
- renegotiate
- reorganize
- replace
- report
- represent
- research
- resolve
- restore
- restructure
- retrieve
- revamp
- review
- revise
- revitalize
- salvage
- save
- schedule
- segment
- select
- serve
- procure
- settle
- shape
- simplify
- sell
- solve
- specify
- stage
- standardize
- stimulate
- streamline
- strengthen
- structure
- study
- suggest
- summarize
- supersede
- supervise
- supply
- support
- surpass
- survey
- systematize
- teach
- tighten
- trace
- trade
- train
- translate
- utilize
- write