

ACTION VERB LIST

For writing Field Period Learning Objectives

Communicative

- addressed • convinced • encouraged • marketed • reconciled
- arbitrated • corresponded • enlisted • mediated • recruited
- arranged • delivered • explained • moderated • reported
- authored • described • expressed • motivated • spoke
- briefed • developed • formulated • narrated • stressed
- communicated • directed • influenced • negotiated • summarized
- composed • documented • informed • persuaded • translated
- conferred • drafted • interpreted • presented • wrote
- confronted • dramatized • interviewed • promoted •
- contacted • edited • lectured • publicized

Financial

- accounted for • audited • doubled • halved • purchased
- added • balanced • earned • managed • reconciled
- adjusted • budgeted • eliminated • marketed • researched
- administered • calculated • estimated • monitored • sold
- allocated • computed • financed • planned •
- analyzed • controlled • forecasted • procured •
- appraised • developed • gained • projected

Research

- acquired • critiqued • examined • located • retrieved
- analyzed • diagnosed • extracted • measured • reviewed
- broadened • designed • formulated • modified • summarized
- calculated • determined • identified • organized • surveyed
- clarified • distinguished • inspected • pinpointed • systematized
- collected • diversified • interpreted • predicted • uncovered
- compared • estimated • interviewed • processed • verified
- conducted • evaluated • investigated • researched

Teaching

- accepted • confronted • excited • investigated • set
- adapted • considered • explained • judged • simplified
- advised • cooperated • explored • led • solicited
- analyzed • coordinated • facilitated • linked • speculated
- applied • corrects • focused • listened • stated
- appraised • defined • generated • mentored • stimulated
- aroused • demonstrated • guided • modeled • structured
- asked • designated • hypothesized • modified • synthesized
- assessed • developed • identified • motivated • systematized
- assigned • directed • implemented • observed • taught
- attended • disciplined • incorporated • organized • told
- calmed • displayed • indicated • persuaded • thanked
- categorized • doubted • indoctrinated • pondered • told
- challenged • effected • inferred • postulated • thanked
- chose • elaborated • informed • praised • theorized
- clarified • elicited • initiated • provoked • trained
- coached • emphasized • inquired • questioned • tutored
- commanded • enabled • instructed • reinforced •
- communicated • encouraged • interested • rephrased •
- complimented • evaluated • integrated • rewarded •

Management

- administered • changed • determined • led • recruited
- administrated • chaired • developed • managed • regulated
- advanced • conferred • directed • organized • reviewed
- analyzed • confronted • dispensed • oversaw • scheduled
- appointed • consolidated • evaluated • planned • staffed
- approved • consulted • executed • prioritized • supervised
- assigned • contracted • exhibited • produced • unified
- assumed • delegated • formulated • proposed • utilized
- attained • designated • handled • recommended •

Creative

- acted • designed • imagined • participated • sparked
- composed • developed • improvised • performed • started
- conceived • directed • innovated • planned
- conceptualized • drafted • instituted • proposed • transformed
- conducted • established • integrated • redesigned • visualized
- constructed • fashioned • introduced • revitalized
- created • founded • invented • shaped
- derived • illustrated • originated • sketched

Helping

- advised • coached • enabled • familiarized • rehabilitated
- advocated • counseled • encouraged • fostered • represented
- assessed • demonstrated • ensured • guided • served
- assisted • diagnosed • evaluated • observed • serviced
- changed • educated • expedited • provided • strengthened
- clarified • effected • facilitated • referred • supported

Results

- achieved • changed • expanded • pioneered • solidified
- accelerated • completed • gained • raised • strengthened
- accomplished • contributed • halved • realized • succeeded
- added • decreased • improved • recognized as • trimmed
- advanced • doubled • increased • reduced • widened
- attained • eliminated • initiated • resolved • won
- awarded • enlarged • introduced • reversed
- broadened • established • launched • selected as

Technical

- analyzed • converted • fabricated • programmed • stretched
- assembled • designed • identified • remodeled • tested
- audited • devised • implemented • repaired • trained
- automated • documented • installed • researched • upgraded
- built • edited • maintained • restored •
- calculated • enabled • measured • serviced
- computed • engineered • operated • standardized •
- constructed • enhanced • overhauled • streamlined •

Organizational

- administrated • decided • generated • purchased • specified
- approved • delivered • implemented • recorded • staffed
- arranged • dispatched • inspected • reorganized • streamlined
- catalogued • distributed • monitored • restructured • systematized
- changed • edited • operated • revamped • tabulated
- classified • eliminated • organized • revised • transferred
- collected • enlisted • pinpointed • retrieved • trimmed
- compiled • executed • prepared • scheduled • updated
- consolidated • expedited • processed • screened • validated