

### ACTION WORDS

<b>Advised/Told</b>	<b>Showed</b>	<b>Looked Into/Thought</b>	<b>Put Right/fixed</b>	<b>Controlled</b>
Assigned	Announced	Analysed	Rescued	Administered
Assessed	Demonstrated	Conceived	Changed	Approved
Counselled	Related	Defined	Saved	Centralised
Instructed	Specified	Forecast	Settled	Combined
Presented	Highlighted	Interpreted	Solved	Completed
Recommended	Liaised	Investigated	Standardised	Controlled
Taught	Tutored	Planned	Defined	Co-ordinated
Trained	Uncovered	Researched	Modernised	Determined
Directed	Trained	Reviewed	Updated	Effectuated
Guided	Simplified	Studied	Balanced	Enforced
Outlined	Addressed	Surveyed	Refined	Engineered
Influenced	Explained	Discovered	Revamped	Executed
Delegated	Communicated	Ascertained	Streamlined	Led
Quoted	Displayed	Computed	Troubleshoot	Managed
Simplified	Supplied	Conferred	Adapted	Positioned
Coached	Enacted	Examined	Re-constructed	Regulated
Communicated	Shared	Experimented	Re-arranged	Supervised
Consulted	Illustrated	Perceived	Diagnosed	Organised
Educated	Lectured	Identified	Altered	Retained
Informed	Modelled	Pinpointed	Overcame	Sustained
Instructed	Verbalised	Predicted	Rectified	Secured
Lectured		Probed	Re-designed	Complied
Reinforced		Traced	Re-directed	Decided
			Rehabilitated	Governed
			Rejuvenated	Handled
			Remedied	Oversaw
			Renewed	Manipulated
			Repaired	Supervised
			Replaced	Headed
			Resolved	Prescribed
			Restored	
			Restructured	
			Revitalised	
			Revived	
			Tailored	



<b>Bought Together</b> Absorbed Combined Collated Consolidated Joined Integrated United Collaborated Compiled Connected Facilitated Matched Reconciled Referred Unified	<b>Constructed</b> Built Composed Created Designed Devised Invented Marketed Proved Shaped Developed Engineered Established Formed Formulated Assembled Engineered Opened Innovated	<b>Engaged</b> Attracted Appointed Recruited Hired Interviewed Introduced Selected Staffed Instigated Launched Organised Prepared Produced Programmed Employed Promoted Elected Participated Enlisted	<b>Stopped/Took Out</b> Averted Avoided Extracted Prevented Rejected Terminated Eliminated Condensed Dismantled Eradicated Separated Vacated	<b>Made Smaller</b> Decreased Eliminated Liquidated Reduced Centralised Combined Cut Downsized Halved Lessened Lowered Minimised Conserved Mitigated Diminished Shortened Streamlined Summarised Trimmed
<b>Made Bigger/Better</b> Advanced Augmented Developed Doubled Expanded Generated Improved Increased Marketed Surpassed Tightened Tripled Broadened Enlarged Extended Gained Lengthened Maximised Optimised Multiplied Upgraded Strengthened Accelerated Heightened Raised Stretched	<b>Checked</b> Appraised Audited Inspected Monitored Tested Verified Assessed Ensured Evaluated Judged Observed Justified Validated Viewed Detected Critiqued Qualified Witnessed Screened Edited Guaranteed Questioned Tracked Vetted	<b>Made/Setup</b> Established Formed Formulated Initiated Founded Generated Installed Invented Launched Pioneered Innovated Recovered Reinstated Provided Activated Conceived Conceptualised Originated Piloted Proposed Structured Suggested	<b>Implemented/ improved</b> Changed Convened Corrected Converted Directed Guided Improvised Lightened Modernised Promoted Redesigned Reorganised Revised Simplified Diversified Diverted Enhanced Modified Revolutionised Shaped Transformed Upgraded	<b>Motivated</b> Inspired Stimulated Vitalised Encouraged Invigorated Mentored Tutored Coached Fostered Persuaded Spurred



<b>Programmed</b> Scheduled Determined Arranged Planned Calculated Nominated Organised Re-organised	<b>Purchased</b> Bought Procured Collected Ordered Obtained Acquired Secured	<b>Took</b> Attained Acquired Captured Obtained Accumulated Acquired Accrued Adopted	<b>Ran/Performed</b> Operated Arranged Conducted Executed Implemented Initiated Delivered Offered	<b>Paper Control</b> Documented Processed Collated Instructed Administered Chartered Classified Drafted Itemised Reported
<b>Speeded Up</b> Advanced Expedited Accelerated Efficient Enhanced Excelled Enriched Boosted	<b>Calculated</b> Estimated Evaluated Budgeted Forecasted Measured Projected Quantified Formulated Anticipated Computed	<b>Bargained</b> Negotiated Traded Influenced Bartered Mediated Persuaded Reasoned Sold	<b>Wrote</b> Logged Edited Published Translated Composed Listed Registered Recorded Mapped Reported Responded Transcribed	<b>Achieved</b> Accomplished Exceeded Benefited Triumphed Awarded Reached Completed Succeeded Won
<b>Finished</b> Completed Ended Fulfilled Closed Reached Finalised	<b>Contributed</b> Helped Ensured Maintained Supported Advised Accrued Assisted	<b>Other</b> Reacted Worldwide Financed Granted Hosted Segmented Dispensed Distributed Earned Furnished Navigated Realised Represented Transferred Retrieved submitted Served Travelled Undertook Utilised Visited		

