

## Action Verbs list for Job Descriptions

<b>ACCEPTS</b>	To receive; to regard as true, proper, normal, inevitable.
<b>ACCOMPLISHES</b>	To execute fully; to attain.
<b>ACCOUNTS</b>	To give a report on; to furnish a justifying analysis or explanation.
<b>ACCUMULATES</b>	To collect; to gather.
<b>ACHIEVES</b>	To bring to a successful conclusion.
<b>ACKNOWLEDGES</b>	To report the receipt of.
<b>ACQUIRES</b>	To come into possession of.
<b>ACTIVATES</b>	To mobilize; to set into motion.
<b>ACTS</b>	To perform a specified function to carry out a purpose; to exert one's powers in such a way as to bring about an effect.
<b>ADAPTS</b>	To suit or fit by modification.
<b>ADDS</b>	To affix or attach to; to perform mathematical addition of figures.
<b>ADHERES</b>	To give support or maintain loyalty; to be consistent; to hold fast or stick; to bind oneself to observance; to follow closely; to carry out without deviation.
<b>ADJUSTS</b>	To bring to a more satisfactory state; to bring the parts of something to a true or more effective position.
<b>ADMINISTERS</b>	To verify, secure and ensure compliance with policies.
<b>ADMITS</b>	To permit to enter or to join.
<b>ADOPTS</b>	To take up and apply or put into practice; to accept, as a report.
<b>ADVANCES</b>	To bring or move forward; to accelerate the growth or progress of; to raise to a higher rank; to promote; to bring forward for notice, consideration or acceptance; to make progress; to raise in rate.

<b>ADVISES</b>	To recommend a course of action (not simply to tell or inform); to offer an informed opinion based on specialized knowledge.
<b>ADVOCATES</b>	To recommend or speak in favor of.
<b>AFFIRMS</b>	To assert positively; to confirm; to ratify.
<b>AFFIXES</b>	To secure an object to another; to attach.
<b>AIDS</b>	To help or assist; to give help or assistance to.
<b>ALIGNS</b>	To arrange in a line; to array.
<b>ALLOTS</b>	To assign as a share.
<b>ALTERS</b>	To make different; to modify.
<b>AMMENDS</b>	To change or modify for the better.
<b>ANALYZES</b>	To separate into elements and critically examine to arrive at a conclusion; to study the factors of a situation or problem in order to determine the solution or outcome.
<b>ANTICIPATES</b>	To foresee events, trends, consequences, or problems and deal with in advance.
<b>ANSWERS</b>	To speak or vote in reply.
<b>APPLIES</b>	To put to use for a purpose; to employ diligently or with close attention.
<b>APPOINTS</b>	To name officially.
<b>APPRAISES</b>	To give an expert judgment of worth or merit; to evaluate as to quality, status or effectiveness.
<b>APPROPRIATES</b>	To take exclusive possession of; to set apart for or assign to a particular purpose or use; to take without permission.
<b>APPROVES</b>	To accept as satisfactory; to exercise final authority with regard to commitment of resources; to sanction officially; to ratify (thereby assuming responsibility for).
<b>ARRANGES</b>	To prepare for an event; to put in proper order; to form or fit into a systematic whole.
<b>ARTICULATES</b>	To pronounce distinctly; to express in coherent verbal form.

<b>ASCERTAINS</b>	To find out or discover through examination; to find out or learn for a certainty.
<b>ASSEMBLES</b>	To collect or gather together in a predetermined order from various sources.
<b>ASSERTS</b>	To state or declare positively.
<b>ASSESSES</b>	To determine value of; to evaluate.
<b>ASSIGNS</b>	To specify or designate tasks or duties to be performed by others; legally to transfer or make over to another.
<b>ASSISTS</b>	To give aid or support.
<b>ASSUMES</b>	To undertake; to take for granted; to take to or upon oneself.
<b>ASSURES</b>	To state confidently; to make certain of; to confirm.
<b>ATTACHES</b>	To connect; to bind or affix to; to fasten; to tie.
<b>ATTAINS</b>	To come into possession of; to arrive at.
<b>ATTENDS</b>	To be present for the purpose of making a contribution.
<b>AUDITS</b>	To examine officially with intent to verify.
<b>AUTHORIZES</b>	To approve; to empower through vested authority.
<b>AVERTS</b>	To turn away or aside; to see coming and ward off.
<b>AWARDS</b>	To confer or bestow.
<b>BALANCES</b>	To compute the difference between the debits and credits of an account; to reconcile accounts; to arrange or prove so that the sum of one group equals the sum of another.
<b>BATCHES</b>	To assemble into a group for one operation.
<b>BUDGETS</b>	To plan expenditures.
<b>BUILDS</b>	To construct.
<b>CALCULATES</b>	To make a mathematical computation.
<b>CALLS</b>	To communicate with by telephone; to summon; to announce.

<b>CANCELS</b>	To mark out; to invalidate; to strike out, cross out, or revoke.
<b>CAPITALIZES</b>	To write or print with an initial capital or in capitals; to convert into capital; to compute the present value of; to supply capital for.
<b>CARRIES OUT</b>	To put into execution; to bring to a successful issue; to continue to an end or stopping point.
<b>CERTIFIES</b>	To confirm as accurate or true.
<b>CHARTS</b>	To draw or plot data (as on a graph); to make a detailed plan.
<b>CHECKS</b>	To verify; to compare with a source for verification; to examine.
<b>CIRCULATES</b>	To pass from person to person or place to place; to disseminate.
<b>CLARIFIES</b>	To make easier to understand; to explain.
<b>CLASSIFIES</b>	To arrange or organize according to systematic groups, classes or categories.
<b>CLOSES</b>	To bring to a conclusion; to bar passage; to shut; to suspend or stop operations; to end or terminate.
<b>COACHES</b>	To teach or train; to tutor.
<b>CODES</b>	To use symbols or characters (letters or numbers) to represent words or figures.
<b>COLLABORATES</b>	To work jointly with; to cooperate with others.
<b>COLLATES</b>	To organize or assemble in a predetermined sequence.
<b>COLLECTS</b>	To gather; to assemble; to accumulate.
<b>COMMANDS</b>	To direct authoritatively; to order or request to be given; to give orders; to dominate from an elevated position.
<b>COMMUNICATES</b>	To impart a verbal or written message; to transmit information.
<b>COMPARES</b>	To examine for the purpose of discovering resemblances or differences.

<b>COMPILES</b>	To put together information; to collect from other documents.
<b>COMPLETES</b>	To finish; to fully carry out.
<b>COMPLIES</b>	To act in accordance with rules or requests.
<b>COMPOSES</b>	To make by putting parts together; to create, to write (an original letter, report, instructions, etc.).
<b>COMPREHENDS</b>	To grasp mentally; to understand.
<b>COMPUTES</b>	To determine or calculate mathematically.
<b>CONCURS</b>	To agree with a position, statement, action or opinion.
<b>CONDENSES</b>	To make more compact.
<b>CONDUCTS</b>	To carry on; to direct the execution of.
<b>CONFERS</b>	To compare views; to consult.
<b>CONFIRMS</b>	To give approval to; to assure the validity of.
<b>CONFORMS</b>	To bring into harmony or agreement; to adapt oneself to prevailing standards or customs.
<b>CONSIDERS</b>	To think about with care or caution.
<b>CONSOLIDATES</b>	To bring together; to combine.
<b>CONSTRUCTS</b>	To make or form by combining parts; to draw with suitable instruments and under specified conditions; to arrange or set in order mentally.
<b>CONSULTS</b>	To seek advice of others; to give professional advice or services; to confer.
<b>CONTACTS</b>	To communicate with.
<b>CONTINUES</b>	To maintain without interruption a condition, course, or action; to remain in existence.
<b>CONTRACTS</b>	To establish or undertake by contract;
<b>CONTRIBUTES</b>	To supply or give something; to submit for publication.

<b>CONTROLS</b>	To measure, interpret, and evaluate actions for conformance with plans or desired results; to exercise directly, guiding or restraining power over.
<b>CONVERTS</b>	To alter the physical or chemical nature of something; to alter for more effective utilization.
<b>CONVEYS</b>	To move from one place to another; to transport; to communicate.
<b>CONVINCES</b>	To persuade; to cause others to believe something, using evidence and/or argument.
<b>COOPERATES</b>	To associate with another or others for mutual benefit.
<b>COORDINATES</b>	To regulate, adjust, or combine the actions of others to attain harmony; to bring into common action or condition according to established policies..
<b>COPIES</b>	To duplicate an original; to transfer or reproduce information.
<b>CORRECTS</b>	To make or set right; to alter or adjust to conform to a standard; to rectify.
<b>CORRELATES</b>	To establish or demonstrate a casual, complementary, parallel, or reciprocal relation.
<b>CORRESPONDS</b>	To communicate with.
<b>COUNSELS</b>	To give advice or guidance; to consult with.
<b>CREATES</b>	To bring into existence; to produce through imaginative skill.
<b>DEBUGS</b>	To detect, locate, and remove mistakes from a routine of malfunctions from a computer.
<b>DECIDES</b>	To arrive at a solution; to bring to a definitive end.
<b>DEDICATES</b>	To set apart to a definite use; to become committed to.
<b>DEDUCES</b>	To derive a conclusion by reasoning (inference in which the conclusion follows necessarily from the premises); to reach a conclusion by mental deduction.

<b>DELEGATES</b>	To commission another to perform tasks or duties which may carry specific degrees of accountability and authority; to entrust to the care or management of another.
<b>DELETES</b>	To strike out or remove.
<b>DELIVERS</b>	To set free; to convey; to send to an intended destination.
<b>DEMONSTRATES</b>	To illustrate and explain, especially with examples.
<b>DESCRIBES</b>	To represent by a figure, model, or picture; to trace the outline of; to give an account of in words.
<b>DESIGNS</b>	To conceive, create, and execute according to plan.
<b>DETERMINES</b>	To resolve; to fix conclusively or authoritatively; to decide.
<b>DEVELOPS</b>	To disclose, discover, perfect, or unfold a plan or idea.
<b>DEVISES</b>	To form in the mind by new combinations or applications of ideas or principles; to invent.
<b>DICTATES</b>	To read or speak information to be recorded or written by another.
<b>DIRECTS</b>	To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards; to govern or control.
<b>DISASSEMBLES</b>	To take apart.
<b>DISCIPLINES</b>	To penalize individuals or groups whose behavior is contrary to established rules and regulations.
<b>DISCUSSES</b>	To exchange views for the purpose of arriving at a conclusion.
<b>DISPATCHES</b>	To send off, or forward, to known destination or on specific business.
<b>DISPLAYS</b>	To show; to spread before the view.
<b>DISPOSES</b>	To sell or get rid of
<b>DISSEMINATES</b>	To spread or disperse information or ideas.
<b>DISTINGUISHES</b>	To perceive as being separate or different; to separate into kinds, classes, or categories.

<b>DISTRIBUTES</b>	To deliver to proper destination; to pass around; to allot.
<b>DIVERTS</b>	To turn from one course or use to another.
<b>DIVIDES</b>	To separate into classes or parts.
<b>DOCUMENTS</b>	To provide with factual or substantial support for statements made or a hypothesis proposed; to equip with exact references to authoritative supporting information.
<b>DRAFTS</b>	To prepare papers or documents in a preliminary form.
<b>DRAWS</b>	To compose or write up, following a set procedure or form (as in a contract); to pull or move something.
<b>EDITS</b>	To revise and prepare material (written, film, tape, soundtrack) for publication or display.
<b>EFFECTS</b>	To bring about; to accomplish.
<b>ELABORATES</b>	To work out in detail; to give details.
<b>ELECTS</b>	To choose or select carefully.
<b>ELIMINATES</b>	To get rid of; to set aside as unimportant.
<b>EMPHASIZES</b>	To stress.
<b>EMPLOYS</b>	To make use of; to use or engage the services of; to provide with a job that pays wages or a salary.
<b>ENCOMPASSES</b>	To form a circle about; to envelop; to include.
<b>ENCOURAGES</b>	To inspire with spirit or hope; to give help or patronage to.
<b>ENDORSES</b>	To support or recommend.
<b>ENFORCES</b>	To execute vigorously; to exercise executive or police power (refers to laws and statutes).
<b>ENGAGES</b>	To interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of.
<b>ENHANCES</b>	To increase or make greater.
<b>ENLISTS</b>	To engage for duty; to secure the support and aid of.
<b>ENSURES</b>	To make sure, certain, or safe; to guarantee.



<b>ESTABLISHES</b>	To bring into existence; to institute.
<b>ESTIMATES</b>	To forecast future requirements.
<b>EVALUATES</b>	To determine or fix the value of; to appraise.
<b>EXAMINES</b>	To inspect closely; to investigate; to scrutinize.
<b>EXCHANGES</b>	To give or take one thing in return for another.
<b>EXCLUDES</b>	To shut out; to bar from participation, consideration, or inclusion.
<b>EXECUTES</b>	To put into effect; to carry out.
<b>EXERCISES</b>	To exert influence or authority; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.
<b>EXPECTS</b>	To look forward; to consider probable or certain.
<b>EXPEDITES</b>	To accelerate the process or progress of.
<b>EXPRESSES</b>	To represent in words; to make known one's feelings or opinions.
<b>EXTRACTS</b>	To draw forth; to withdraw; to separate; to determine by calculation.
<b>FACILITATES</b>	To make easier or less difficult.
<b>FEEDS</b>	To move into a machine or opening in order to be used or processed; to furnish with something essential for growth, sustenance, maintenance, or operation.
<b>FIGURES</b>	To compute.
<b>FILES</b>	To arrange in a methodical manner; to rub smooth or cut away with a tool.
<b>FINALIZES</b>	To put in finished form.
<b>FINDS</b>	To encounter; to locate or come upon by searching or effort.
<b>FLAGS</b>	To mark in some distinctive manner.

<b>FOLLOWS UP</b>	To pursue closely in order to check progress; to see if results are satisfactory.
<b>FORECASTS</b>	To predict; to estimate in advance.
<b>FORMULATES</b>	To develop or devise.
<b>FOSTERS</b>	To promote the growth or development of.
<b>FULFILLS</b>	To put into effect; to bring to an end; to measure up to; to develop the full potentiality of.
<b>FUNCTIONS</b>	To act or operate as; to serve.
<b>FURNISHES</b>	To provide what is needed; to supply.
<b>GATHERS</b>	To collect; to harvest; to accumulate and place in order.
<b>GENERATES</b>	To bring into existence; to cause to be; to produce.
<b>GIVES</b>	To grant or bestow; to administer; to make a present of.
<b>GOVERNS</b>	To exercise continuous sovereign authority over; to control and direct the making and administration of authority over; to hold in check; to have decisive influence.
<b>GRASPS</b>	To make the motion of seizing.
<b>GUARANTEES</b>	To secure; to answer for the debt, default, or miscarriage of.
<b>GUIDES</b>	To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.
<b>HIRES</b>	To engage the services of for a set sum; to employ.
<b>IDENTIFIES</b>	To establish the identity of; to associate with some interest.
<b>IMPLEMENTS</b>	To carry out; to execute a plan or program; to give effect to.
<b>IMPORTS</b>	To bring from a foreign or external source.
<b>IMPROVES</b>	To make something better.
<b>INDICATES</b>	To show; to demonstrate with precision.
<b>INFORMS</b>	To communicate information or knowledge; to acquaint.

<b>INITIATES</b>	To start; to introduce; to originate.
<b>INNOVATES</b>	To exercise imagination or creativity in introducing something new or in making changes that lead to improvement.
<b>INSERTS</b>	To put (something) into, between, or among other materials; to introduce, as a word in a sentence.
<b>INSPECTS</b>	To examine or determine; to critically analyze for suitability.
<b>INSTALLS</b>	To set in position or adjust use; to settle in a certain place or condition, or status; to set up for use in office.
<b>INSTITUTES</b>	To organize, establish, and set in operation; to begin.
<b>INSTRUCTS</b>	To teach; to coach; to impart or communicate knowledge; to direct or order.
<b>INSURES</b>	To cover with insurance; to make certain.
<b>INTEGRATES</b>	To unify; to make whole by putting all parts or elements together.
<b>INTERPRETS</b>	To give the meaning of; to explain to others; to elucidate.
<b>INTERVIEWS</b>	To obtain facts or opinions through inquiry or examination of various sources.
<b>INVENTORIES</b>	To catalog or to count and list.
<b>INVENTS</b>	To think up or imagine; to create.
<b>INVESTIGATES</b>	To observe or study by close examination and systematic inquiry.
<b>INVESTS</b>	To spend or use time, money or effort to achieve a future benefit.
<b>ISSUES</b>	To put forth or to distribute officially.
<b>ITEMIZES</b>	To list; to write down in detail.
<b>JUDGES</b>	To form an authoritative opinion; to determine and pronounce after inquiry and deliberation.

<b>JUSTIFIES</b>	To prove or show to be right or reasonable; to align words such that both left- and right-hand margins are in line (typing term).
<b>KEEPS</b>	To hold or retain; to maintain.
<b>LEADS</b>	To guide or direct on a course or in the direction of; to channel; to direct the operations of.
<b>LEARNS</b>	To gain knowledge or understanding of.
<b>LISTS</b>	To enumerate; to enter into a catalog with a selling price; to itemize.
<b>LOADS</b>	To place in or on a means of conveyance; to increase the weight of by adding something heavy.
<b>LOCATES</b>	To find, determine, or specify by means of searching, examining, or experimenting; to seek and find.
<b>MAINTAINS</b>	To continue; to carry on; to keep current or in an existing state, as records or files.
<b>MAKES</b>	To cause to happen to; to cause to exist, occur, or appear; to create; to bring into being by forming, shaping, or altering material.
<b>MANAGES</b>	To direct, control, or make or keep compliant.
<b>MARKETS</b>	To expose for sale; to sell.
<b>MATCHES</b>	To set in competition with; to provide with a worthy competitor; to cause to correspond.
<b>MEASURES</b>	To determine length, width, or quantity of.
<b>MEDIATES</b>	To interpose with parties to reconcile them; to reconcile differences.
<b>MEETS</b>	To cope with; to come together from different directions; to provide for.
<b>MENTORS</b>	To serve as a mentor or coach for
<b>MERGES</b>	To combine items from two or more similarly ordered sets into one set that is arranged in the same order.
<b>MIXES</b>	To unite or blend into one group or mass.

<b>MODIFIES</b>	To make less extreme; to limit or restrict the meaning of; to make minor changes in.
<b>MONITORS</b>	To watch; to observe; to check for a specific purpose.
<b>MOTIVATES</b>	To arouse or stimulate to action.
<b>MOVES</b>	To go from one point to another; to begin operating or functioning or working in a usual way.
<b>NEGOTIATES</b>	To confer with others with a view to reaching agreement.
<b>NOTES</b>	To observe; to recognize.
<b>NOTIFIES</b>	To make known; to inform.
<b>OBSERVES</b>	To see, notice, or watch something or someone.
<b>OBTAINS</b>	To acquire or gain possession of.
<b>OCCUPIES</b>	To take possession of; to fill.
<b>OMITS</b>	To leave out; to disregard.
<b>OPENS</b>	To make available for entry or passage; to make accessible; to expose to view; to disclose.
<b>OPPOSES</b>	To resist; to withstand; to place opposite or against.
<b>ORGANIZES</b>	To arrange; to systematize or methodize.
<b>ORIENTS</b>	To cause to become aware of, familiar with, or adjusted to facts, principles, procedures, or situations.
<b>ORIGINATES</b>	To create; to invent or produce as new.
<b>OUTLINES</b>	To make a summary of significant features.
<b>OVERCOMES</b>	To get the better of; to gain superiority.
<b>OVERSEES</b>	To watch over and direct; to superintend; to supervise.
<b>PARTICIPATES</b>	To join or share with others; take part.
<b>PERFORMS</b>	To fulfill or carry out some action; to accomplish; to execute.
<b>PERMITS</b>	To consent to; to authorize; to make possible.

<b>PERSUADES</b>	To move by argument or entreaty to a belief, position, or course of action.
<b>PLACES</b>	To locate and choose positions for.
<b>PLANS</b>	To devise or project the realization or achievement of a course of action.
<b>POSTS</b>	To record information in ledgers or other forms from another source.
<b>PRACTICES</b>	To perform or work at repeatedly in order to gain proficiency.
<b>PREDICTS</b>	To declare in advance; to foretell on the basis of observation, experience or scientific reason.
<b>PREPARES</b>	To make ready for a particular purpose.
<b>PRESCRIBES</b>	To establish as a rule or guide.
<b>PRESENTS</b>	To introduce; to bestow; to lay as a charge before the court; to offer to view.
<b>PRESERVES</b>	To keep, guard, or observe; to keep safe, to protect; to keep free from decay; to maintain.
<b>PREVENTS</b>	To stop something from occurring; to take advance measures against.
<b>PRICES</b>	To fix, establish, or find out the value of.
<b>PROCEEDS</b>	To begin to carry out an action.
<b>PROCESSES</b>	To subject to some special treatment; to handle in accordance with a prescribed procedure.
<b>PROCURES</b>	To obtain possession of; to bring about.
<b>PRODUCES</b>	To grow; to make, bear, or yield something; to offer to view or notice; to exhibit.
<b>PROGRAMS</b>	To arrange or work out a sequence of operations to be performed; to make a plan or procedure.
<b>PROJECTS</b>	To extend forward; to present for consideration; to communicate vividly, especially to an audience.

<b>PROMOTES</b>	To advance to a higher level or position.
<b>PROOFREADS</b>	To read (copy or printer's proof) against the original manuscript for corrections.
<b>PROPOSES</b>	To form or declare a plan or intention.
<b>PROVIDES</b>	To supply what is needed; to furnish.
<b>PUBLICIZES</b>	To give information concerning a person, group, event or product through various communications media to attract public attention.
<b>PULLS</b>	To haul; to tow; to remove, as in filing.
<b>PURCHASES</b>	To buy or procure by committing organizational funds.
<b>QUANTIFIES</b>	To make explicit the logical amount of; to determine or express the amount of.
<b>QUESTIONS</b>	To interrogate; to doubt; to dispute; to inquire.
<b>RATES</b>	To assess the value of; to appraise; to arrange in sequence of rank.
<b>READS</b>	To interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of.
<b>REALIZES</b>	To understand clearly; to get by sale, investment, or effort.
<b>REASONS</b>	To use the faculty of reason (the power of comprehending, inferring or thinking, especially in orderly rational ways).
<b>RECEIVES</b>	To acquire; to come into possession of; to take something that is offered or sent; to admit or welcome guests or visitors..
<b>RECOGNIZES</b>	To perceive clearly; to acknowledge with a show of appreciation.
<b>RECOMMENDS</b>	To advise or counsel a course of action; to offer or suggest for adoption.
<b>RECONCILES</b>	To adjust; to restore to harmony; to make congruous.
<b>RECONSTRUCTS</b>	To rebuild; to reorganize or reestablish; to restore.

<b>RECORDS</b>	To register; to set down in writing.
<b>RECRUITS</b>	To seek out others to become new members, students or personnel.
<b>RECTIFIES</b>	To correct by calculation or adjustment; to remedy; to set right.
<b>REDUCES</b>	To narrow down; to diminish in size or amount; to abridge; to lower in grade or rank.
<b>REFERS</b>	To send or direct for aid, treatment, information, or decision; to direct attention; to make reference to.
<b>REFLECTS</b>	To think calmly and quietly; to give back as an image, likeness, or outline; to make apparent.
<b>REGARDS</b>	To pay attention to; to take into consideration; to relate to.
<b>REGISTERS</b>	To enter in a record; to enroll formally or officially.
<b>REGULATES</b>	To govern or direct according to rule; to bring under the control of law; to fix or adjust the time, amount, or degree of.
<b>REINFORCES</b>	To strengthen with additional forces or additions.
<b>REJECTS</b>	To refuse to have, use, or take for some purpose; to refuse to hear, receive, or admit.
<b>RELATES</b>	To show or establish logical or causal connection between; to have meaningful social relationships.
<b>RELEASES</b>	To set free as in releasing information; to permit the publication or dissemination of.
<b>RELIES</b>	To depend on.
<b>REMITTS</b>	To send money in payment of; to submit or refer for consideration, judgement, decision, or action.
<b>REMOVES</b>	To change the location, station or residence of; to dismiss from office.
<b>RENDERS</b>	To furnish an opinion; to answer.
<b>REPORTS</b>	To give an account of; to furnish information or data.



<b>REPRESENTS</b>	To act in the place of or for.
<b>REQUESTS</b>	To ask for something.
<b>REQUIRES</b>	To have as a requisite; to call for as suitable or appropriate; to demand as necessary.
<b>REQUISITIONS</b>	To make a request for, as in records or supplies; to ask in writing for something that is needed.
<b>RESCINDS</b>	To make void; to repeal.
<b>RESEARCHES</b>	To inquire specifically, using involved and critical investigations.
<b>RESPONDS</b>	To answer; to show favorable reaction.
<b>RESTRICTS</b>	To confine within bounds; to restrain.
<b>RETRIEVES</b>	To regain; to rescue.
<b>REVIEWS</b>	To consider; to reexamine; to analyze results for the purpose of giving an opinion.
<b>REVISES</b>	To rework in order to correct or improve; to make a new, improved, or up-to-date version.
<b>ROUTES</b>	To forward; to schedule or dispatch; to prearrange and direct locations to which an article is to be sent.
<b>SATISFIES</b>	To carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please.
<b>SCANS</b>	To examine to search in order to locate specific data or information; to scrutinize.
<b>SCHEDULES</b>	To plan a timetable; to set specific times for.
<b>SCREENS</b>	To examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to select.
<b>SEARCHES</b>	To examine; to probe; to make a thorough examination or investigation of.
<b>SECURES</b>	To gain possession of; to guarantee; to make safe; to obtain.

<b>SEEKS</b>	To try to find or discover; to try to obtain or reach; to make a search or investigation.
<b>SELECTS</b>	To choose the best suited.
<b>SELLS</b>	To give up property to another for money or other valuable consideration.
<b>SENDS</b>	To dispatch by means of communication; to convey.
<b>SEPARATES</b>	To set apart.
<b>SERVES</b>	To assist; to be of use; to hold office.
<b>SETS UP</b>	To cause a condition to come into effect; to put in operation.
<b>SHOWS</b>	To display; to give indication; to point out to someone.
<b>SIGNS</b>	To formally approve or ratify a document by affixing one's signature.
<b>SIMPLIFIES</b>	To clarify; to reduce to basic essentials.
<b>SOLICITS</b>	To approach with a request or plea; to strongly urge.
<b>SOLVES</b>	To find a solution for.
<b>SORTS</b>	To separate or arrange according to a scheme; to rank by kind. class, division, etc.
<b>SPEAKS</b>	To express oneself using words; to deliver an address or lecture.
<b>SPECIFIES</b>	To state precisely in detail or to name explicitly.
<b>SPENDS</b>	To use up or pay out.
<b>STACKS</b>	To pile up.
<b>STANDARDIZES</b>	To bring into conformity to something established by authority, custom, or general consent as a model or criterion.
<b>STIMULATES</b>	To excite to activity; to urge; to rouse or spur on.
<b>STRENGTHENS</b>	To make stronger.

<b>STRIVES</b>	To endeavor; to devote serious effort or energy.
<b>STRUCTURES</b>	To give arrangement or form to; to arrange or organize.
<b>STUDIES</b>	To contemplate; to carefully examine or investigate; to deliberate.
<b>SUBMITS</b>	To present data for the discretion or judgement of others.
<b>SUMMARIZES</b>	To restate material (facts, figures, etc.) briefly; to make an abstract.
<b>SUPERVISES</b>	To personally oversee, direct, inspect, or guide the work of others with responsibility for meeting certain standards of performance.
<b>SUPPLEMENTS</b>	To add to.
<b>SUPPLIES</b>	To furnish something that is needed; to provide; to equip.
<b>SUPPORTS</b>	To promote the interests or cause of; to argue or vote for; to pay the costs of; to hold up or serve as a foundation for.
<b>SURVEYS</b>	To examine as to condition, situation, or value.
<b>SUSTAINS</b>	To give support or relief to; to prolong; to support by adequate proof.
<b>TABULATES</b>	To put in table form; to set up in columns or rows; to make a listing.
<b>TAKES</b>	To assume possession of; to grasp; to gain approval of.
<b>TERMINATES</b>	To bring to an end; to conclude.
<b>TESTS</b>	To put to proof; to examine, observe, or evaluate critically.
<b>TOTALS</b>	To add up; to compute.
<b>TRACES</b>	To locate something by searching or researching evidence; to copy, as a drawing.
<b>TRAINS</b>	To teach, demonstrate, or guide others in order to bring up to a predetermined standard.
<b>TRANSCRIBES</b>	To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data.

<b>TRANSLATES</b>	To turn into one's own or another language.
<b>TRANSMITS</b>	To transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire.
<b>TRANSPOSES</b>	To change the usual order of.
<b>TREATS</b>	To regard and deal with in a specified manner; to provide care for or deal with medically.
<b>URNS</b>	To make rotate/revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting); to reverse the sides or surfaces of.
<b>TYPES</b>	To write using a typewriter or keyboard; to arrange by categories.
<b>UNDERSTANDS</b>	To grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of.
<b>UPDATES</b>	To bring current.
<b>USES</b>	To put into action or service; to consume or take; to act with regard to.
<b>UTILIZES</b>	To make use of.
<b>VERIFIES</b>	To confirm or establish authenticity; to substantiate; to prove to be true.
<b>VISITS</b>	To go or come to see in a professional capacity.
<b>WEIGHS</b>	To ascertain the heaviness of; to consider carefully.
<b>WRITES</b>	To set down letters, words, sentences, or figures on paper or other suitable material; to author; to draft.