# Action Words

<table>
<thead>
<tr>
<th>Action</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepts</td>
<td>to receive as true; to regard as proper, normal, and inevitable.</td>
</tr>
<tr>
<td>Accounts</td>
<td>to give a report on; to furnish a justifying analysis or explanation.</td>
</tr>
<tr>
<td>Accumulates</td>
<td>to collect; to gather.</td>
</tr>
<tr>
<td>Achieves</td>
<td>to bring to a successful conclusion.</td>
</tr>
<tr>
<td>Acknowledges</td>
<td>to report the receipt of.</td>
</tr>
<tr>
<td>Acquires</td>
<td>to come in possession of.</td>
</tr>
<tr>
<td>Activates</td>
<td>to mobilize; to set into motion.</td>
</tr>
<tr>
<td>Acts</td>
<td>to perform a specified function.</td>
</tr>
<tr>
<td>Adapts</td>
<td>to suit or fit by modification.</td>
</tr>
<tr>
<td>Adjusts</td>
<td>to bring to a more satisfactory state; to bring the parts of something to a true or more effective position.</td>
</tr>
<tr>
<td>Administers</td>
<td>to manage or direct the execution of affairs.</td>
</tr>
<tr>
<td>Adopts</td>
<td>to take up and practice as one’s own.</td>
</tr>
<tr>
<td>Advises</td>
<td>to recommend a course of action; to offer an informed opinion based on specialized knowledge.</td>
</tr>
<tr>
<td>Advocates</td>
<td>to recommend or speak in favor of.</td>
</tr>
<tr>
<td>Affirms</td>
<td>to assert positively; to confirm.</td>
</tr>
<tr>
<td>Aligns</td>
<td>to arrange in a line; to array.</td>
</tr>
<tr>
<td>Allots</td>
<td>to assign as a share.</td>
</tr>
<tr>
<td>Alters</td>
<td>to make different without changing into something else.</td>
</tr>
<tr>
<td>Amends</td>
<td>to change or modify for the better.</td>
</tr>
<tr>
<td>Analyzes</td>
<td>to separate into elements and critically examine.</td>
</tr>
<tr>
<td>Answers</td>
<td>to speak or write in reply.</td>
</tr>
<tr>
<td>Anticipates</td>
<td>to foresee and deal with in advance.</td>
</tr>
<tr>
<td>Applies</td>
<td>to put to use for a purpose; to employ diligently or with close attention.</td>
</tr>
<tr>
<td>Appoints</td>
<td>to name officially.</td>
</tr>
<tr>
<td>Appraises</td>
<td>to give an expert judgment of worth or merit.</td>
</tr>
<tr>
<td>Approves</td>
<td>to accept as satisfactory; to exercise final authority with regard to commitment of resources.</td>
</tr>
<tr>
<td>Arranges</td>
<td>to prepare for an event; to put in proper order.</td>
</tr>
<tr>
<td>Ascertains</td>
<td>to find out or discover through examination; to find out or learn for a certainty.</td>
</tr>
<tr>
<td>Assembles</td>
<td>to collect or gather together in a predetermined order from various sources.</td>
</tr>
<tr>
<td>Assesses</td>
<td>to determine value of; to evaluate.</td>
</tr>
<tr>
<td>Assigns</td>
<td>to specify or designate tasks or duties to be performed by others.</td>
</tr>
</tbody>
</table>
**Action Words**

**Assists**
to help or aid others in the performance of work.

**Assumes**
to undertake; to take for granted.

**Assures**
to give confidence; to make certain of.

**Attaches**
to connect; to bind or affix to.

**Attains**
to come into possession of; to arrive at.

**Attends**
to be present.

**Audits**
to examine officially with intent to verify.

**Awards**
to confer or bestow.

**Balances**
to compute the difference between the debits and credits of an account; to reconcile accounts.

**Batches**
to assemble into a group for one operation.

**Budgets**
to plan expenditures.

**Builds**
to construct.

**Calculates**
to make a mathematical computation.

**Calls**
to communicate with by telephone; to summon; to announce.

** Cancels**
to mark out; to invalidate. (printing – to delte).

**Certifies**
to confirm as accurate or true.

**Charts**
to draw or plot data (as on a graph); to make a detailed plan.

**Checks**
to verify; to compare with a source.

**Circulates**
to pass from person to person or place to place.

**Clarifies**
to make easier to understand; to explain.

**Classifies**
to arrange or organize according to systematic groups, classes or categories.

**Clears**
to gain approval of others; to free from obstruction; to authorize; to get rid of.

**Closes**
to bring to a conclusion; to bar passage; to shut; to suspend or to stop operations.

**Codes**
to use symbols (letters or numbers) to represent words.

**Collaborates**
to work jointly with; to cooperate with others.

**Collates**
to organize or assemble in a predetermined sequence.

**Collects**
to gather.

**Communicates**
to impact a verbal or written message; to transmit information.

**Compares**
to examine for the purpose of discovering resemblances or differences.

**Compiles**
to put together information; to collect from other documents.

**Completes**
to finish; to carry out fully.

**Complies**
to act in accordance with rules, requests.
## Action Words

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<thead>
<tr>
<th>Word</th>
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<tbody>
<tr>
<td>Composes</td>
<td>to make by putting parts together; to create; to write (an original letter, report, instructions).</td>
</tr>
<tr>
<td>Computers</td>
<td>to determine or calculate mathematically.</td>
</tr>
<tr>
<td>Concors</td>
<td>to agree with a position, statement, action or opinion.</td>
</tr>
<tr>
<td>Condenses</td>
<td>to make more compact.</td>
</tr>
<tr>
<td>Conducts</td>
<td>to carry on; to direct the execution of.</td>
</tr>
<tr>
<td>Confers</td>
<td>to compare views; to consult.</td>
</tr>
<tr>
<td>Confirms</td>
<td>to give approval to; to assure the validity of.</td>
</tr>
<tr>
<td>Consolidates</td>
<td>to bring together.</td>
</tr>
<tr>
<td>Constructs</td>
<td>to make or form by combining parts; to draw with suitable instruments and under specified conditions.</td>
</tr>
<tr>
<td>Consulates</td>
<td>to seek advice of others; to give professional advice or services.</td>
</tr>
<tr>
<td>Contacts</td>
<td>to communicate with.</td>
</tr>
<tr>
<td>Contributes</td>
<td>to supply or give something; to submit for publication.</td>
</tr>
<tr>
<td>Controls</td>
<td>to measure, interpret and evaluate actions for conformance with plans or desired results.</td>
</tr>
<tr>
<td>Converts</td>
<td>to alter the physical or chemical nature of something; to alter for more effective utilization.</td>
</tr>
<tr>
<td>Conveys</td>
<td>to move from one place to another; to transport; to communicate.</td>
</tr>
<tr>
<td>Convinces</td>
<td>to persuade; to cause others to believe something, using evidence and/or argument.</td>
</tr>
<tr>
<td>Coordinates</td>
<td>to regulate, adjust or combine the actions of others to attain harmony.</td>
</tr>
<tr>
<td>Copies</td>
<td>to duplicate an original.</td>
</tr>
<tr>
<td>Corrects</td>
<td>to make or set right; to alter or adjust to conform to a standard.</td>
</tr>
<tr>
<td>Correlates</td>
<td>to establish or demonstrate a casual, complimentary, parallel or reciprocal relation.</td>
</tr>
<tr>
<td>Corresponds</td>
<td>to communicate with.</td>
</tr>
<tr>
<td>Counsels</td>
<td>to advise; to consult with.</td>
</tr>
<tr>
<td>Creates</td>
<td>to bring into existence; to produce through imaginative skill.</td>
</tr>
<tr>
<td>Debugs</td>
<td>to detect, locate and remove mistakes from a routine of malfunctions from a computer.</td>
</tr>
<tr>
<td>Decides</td>
<td>to arrive at a solution; bring to a definitive end.</td>
</tr>
<tr>
<td>Delegates</td>
<td>to commission another to perform tasks or duties which may carry specific degree of accountability and authority.</td>
</tr>
<tr>
<td>Deletes</td>
<td>to strike out or remove.</td>
</tr>
<tr>
<td>Delivers</td>
<td>to set free; to convey; to send to an intended destination.</td>
</tr>
<tr>
<td>Demonstrates</td>
<td>to illustrate and explain, especially with examples.</td>
</tr>
</tbody>
</table>
**Action Words**

**Describes**

to represent by a figure, model or picture; to trace the outline of; to give an account of in words.

**Designs**
to conceive, create and execute according to plan.

**Determines**
to resolve; to fix conclusively or authoritatively.

**Develops**
to disclose, discover, perfect or unfold a plan or idea.

**Devises**
to form in the mind by new combinations or applications of ideas or principles; to invent.

**Dictates**
to read or speak information to be recorded or written by another.

**Directs**
to guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.

**Disciplines**
to penalize individuals or groups whose behavior is contrary to established rules/regulations.

**Discusses**
to exchange views for the purpose of arriving at a conclusion.

**Dispatches**
to send off, or forward, to known destination or on specific business.

**Displays**
to show; to spread before the view.

**Disposes**
to sell or get rid of.

**Disseminates**
to spread or disperse information or ideas.

**Distributes**
to deliver to proper destination.

**Diverts**
to turn from one course or to use another.

**Drafts**
to prepare papers or documents in preliminary form.

**Draws**
to compose or write up, following a set procedure or form (as in a contract); to pull or move something.

**Edits**
to revise and prepare material (written, film, tape, sound track) for publication or display.

**Elaborates**
to work out in detail; to give details.

**Elects**
to choose or select carefully.

**Eliminates**
to get rid of; to set aside as unimportant.

**Employs**
to make use of; to use or engage the services of; to provide with a job that pays a wage or salary.

**Encourages**
to inspire with spirit, hope; to give help or patronage to.

**Endorses**
to support or recommend.

**Engages**
to interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of.

**Enlists**
to engage for duty; to secure the support and aid of.

**Ensures**
to make sure, certain or safe; to guarantee.

**Establishes**
to bring into existence.

** Estimates**
to forecast future requirements.
**Action Words**

Evaluates to determine or fix the value of.
Examines to inspect closely.
Exchanges to give or take one thing in return for another.
Excludes to shut out; to bar from participation, consideration or inclusion.
Executes to put into effect; to carry out.
Exercises to exert influence; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.
Expedites to accelerate the process of progress of.
Extends to total columns. (Bookkeeping term)
Extracts to draw forth; to withdraw; to separate; to determine by calculation.
Facilitates to make easier.
Feeds 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.
Files to arrange in a methodical manner; to rub smooth or cut away with a tool.
Finalizes to put in finished form.
Finds to encounter; to come upon by searching or effort.
Follows up to pursue closely in order to check progress.
Forecasts to predict; to estimate in advance.
Formulates to develop or devise.
Fosters to promote the growth or development of.
Functions to act or operate as; to serve.
Furnishes to provide what is needed; to supply
Gathers to collect; to harvest; to accumulate and place in order.
Generates to bring into existence; to originate by a vital or chemical process.
Governs 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.
Guarantees to secure; to answer for the debt, default or miscarriage of.
Guides to show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.
Helps to be of use to; to relieve; to remedy; to serve.
Hires to engage the service of for a set sum.
Identifies to establish the identity of; to associate with some interest.
Implements to carry out; to execute a plan or program.
Imports to bring from a foreign or external source.
**Action Words**

Improves  
to make something better.
Indicates  
to show, demonstrate with precision.
Informs  
to communicate information to.
Initiates  
to start; to introduce; to originate.
Innovates  
to exercise creativity in introducing something new or in making changes.
Inserts  
to put (something) into, between or among other materials.
Inspects  
to examine or determine; to critically analyze for suitability.
Installs  
to place in office; to establish in an indicated place, condition or status; to set up for use in office.
Institutes  
to establish in a position or office; to originate.
Instructs  
to teach; to coach; to communicate knowledge; to direct or order.
Integrates  
to unify; to make whole by putting all parts or elements together.
Interprets  
to give the meaning of; to explain to others.
Interviews  
to obtain facts or opinions through inquiry or examination or various sources.
Inventories  
to catalog or to count and list.
Invents  
to think up or imagine; to create.
Investigates  
to observe or study by close examination and systematic inquiry.
Invests  
to spend or use time, money or effort to achieve a future benefit.
Issues  
to put forth or to distribute officially.
Itemizes  
to list; to write down in detail.
Joins  
to put or bring together.
Justifies  
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).
Keeps  
to hold or retain; to maintain.
Leads  
to guide or direct on a course or in the direction of; to channel; to direct the operations of.
Lends  
to give for temporary use on condition that the same or its equivalent be returned.
Lets  
to allow; to rent or lease; to assign, especially after bids.
Lists  
to enumerate; to enter into a catalog with a selling price.
 Loads  
to place in or on a means of conveyance; to increase the weight of by adding something heavy.
Locates  
to find, determine or specify by means of searching, examining or experimenting; to seek and find.
Looks up  
to search for and find.
Maintains  
to continue; to carry on; to keep in an existing state.
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<tr>
<th>Action Words</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Makes</td>
<td>to cause to happen to; to cause to exist, occur or appear; to create; to bring into being by forming, shaping or altering material.</td>
</tr>
<tr>
<td>Manages</td>
<td>to handle, control; to alter by manipulation; to succeed in accomplishing.</td>
</tr>
<tr>
<td>Maps</td>
<td>to make a survey of for the purpose of representing; to plan in detail.</td>
</tr>
<tr>
<td>Markets</td>
<td>to expose for sale; to sell.</td>
</tr>
<tr>
<td>Matches</td>
<td>to set in competition with; to provide with a worthy competitor; to cause to correspond.</td>
</tr>
<tr>
<td>Mediates</td>
<td>to interpose with parties to reconcile them; to reconcile differences.</td>
</tr>
<tr>
<td>Merges</td>
<td>to combine items from two or more similarly ordered sets into one set that is arranged in the same order.</td>
</tr>
<tr>
<td>Models</td>
<td>to teach by personal example; to instruct by demonstration.</td>
</tr>
<tr>
<td>Modifies</td>
<td>to make less extreme; to limit or restrict the meaning of; to make minor change in.</td>
</tr>
<tr>
<td>Monitors</td>
<td>to watch, observe; to check for a specific purpose.</td>
</tr>
<tr>
<td>Motivates</td>
<td>to arouse or stimulate to action.</td>
</tr>
<tr>
<td>Moves</td>
<td>to go from one point to another; to begin operating or functioning, or working in a usual way.</td>
</tr>
<tr>
<td>Names</td>
<td>to nominate; to speak about.</td>
</tr>
<tr>
<td>Negates</td>
<td>to deny the existence or truth of; to cause to be ineffective or invalid.</td>
</tr>
<tr>
<td>Negotiates</td>
<td>to confer with others with a view to reaching agreement.</td>
</tr>
<tr>
<td>Neutralizes</td>
<td>to destroy the effectiveness of; to nullify.</td>
</tr>
<tr>
<td>Notifies</td>
<td>to make known.</td>
</tr>
<tr>
<td>Nullifies</td>
<td>to make of no value or consequence; to cancel out.</td>
</tr>
<tr>
<td>Observe</td>
<td>to see, notice or watch something or someone.</td>
</tr>
<tr>
<td>Obtains</td>
<td>to acquire; to gain possession of.</td>
</tr>
<tr>
<td>Occupies</td>
<td>to take possession of; to fill.</td>
</tr>
<tr>
<td>Omits</td>
<td>to leave out; to disregard.</td>
</tr>
<tr>
<td>Opens</td>
<td>to make available for entry or passage; to make accessible; to expose to view; to disclose.</td>
</tr>
<tr>
<td>Operates</td>
<td>to perform an activity or series of activities.</td>
</tr>
<tr>
<td>Opposes</td>
<td>to resist; to withstand; to place opposite or against.</td>
</tr>
<tr>
<td>Organizes</td>
<td>to arrange; to systematize or methodize.</td>
</tr>
<tr>
<td>Oriented</td>
<td>to cause to become aware of; familiar with, or adjusted to facts, principles, procedure or situations.</td>
</tr>
<tr>
<td>Originates</td>
<td>to create; to invent.</td>
</tr>
</tbody>
</table>
**Action Words**

Oversees  
to watch; to superintend, supervise.
Participates  
to take part in.
Performs  
to fulfill or carry out some action.
Permits  
to consent to; to authorize; to make possible.
Persuades  
to move by argument or entreaty to a belief, position or course of action.
Pinpoints  
to locate or aim with great precision or accuracy; to cause to stand out conspicuously.
Places  
to locate and choose positions for.
Plans  
to devise or project the realization or achievement of a course of action.
Posts  
to record information in ledgers or other forms from another source.
Practices  
to perform or work at repeatedly in order to proficiency.
Predicts  
to declare in advance; to foretell on the basis of observation, experience or scientific reason.
Prepares  
to make ready for a particular purpose.
Prescribes  
to establish as a rule or guide.
Presents  
to introduce; to bestow; to lay as a charge before the court; to offer to view.
Preserves  
to keep, guard, observe; to keep safe, protect; to keep free from decay; to maintain.
Prevents  
to stop something from occurring; to take advance measures against.
Prices  
to fix, establish or find out the value of.
Proceeds  
to begin to carry out an action.
Processes  
to subject to some special treatment; to handle in accordance with a prescribed procedure.
Procures  
to obtain possession of; to bring about.
Produces  
to grow; to make, bear or yield something; to offer to view or notice; to exhibit.
Programs  
to arrange or work out a sequence of operations to be performed.
Projects  
to throw forward; to present for consideration; to communicate vividly, especially to an audience.
Promotes  
to advance to a higher level or position.
Proposes  
to form or declare a plan or intention.
Provides  
to supply what is needed.
Pulls  
to haul, tow; to remove, as in filing.
**Action Words**

Purchases: to buy or procure by committing organizational funds.
Qualifies: to moderate; to alter the strength or flavor of; to limit or modify the meaning of.
Quantifies: to make explicit the logical amount of; to determine or express the amount of.
Questions: to interrogate; to doubt; to dispute; to inquire.
Rates: to assess the value of; to appraise; to arrange in sequence of rank.
Reads: to interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of.
Receives: to acquire, come into possession of.
Recommends: to advise or counsel a course of action; to offer or suggest for adoption.
Reconciles: to adjust; to restore to harmony; to make congruous.
Reconstructs: to rebuild; to reorganize or reestablish.
Records: to register; to set down in writing.
Recruits: to seek out others to become new members or personnel.
Rectifies: to correct by calculation or adjustment; to remedy; to set right.
Reduces: to narrow down; to diminish in size or amount; to abridge; to lower in grade or rank.
Refers: to send or direct for aid, treatment, information or decision; to direct attention; to make reference to.
Refines: to improve or perfect; to free from impurities.
Registers: to enter in a record.
Reinforces: to strengthen with additional forces or additions.
Rejects: to refuse to have, use or take for some purpose; to refuse to hear, receive or admit.
Releases: to set free as in releasing information; to permit the publication or dissemination of.
Remits: to send money in payment of; to submit or refer for consideration, judgment, decision or action.
Removes: to change the location, station or residence of; to dismiss from office.
Renders: to furnish an opinion; to answer.
Represents: to act in the place of or for.
Reports: to give an account of; to furnish information or data.
Requisitions: to ask in writing for something that is needed.
Rescinds: to make void; to repeal; to abrogate a contract by restoring pre-existing conditions.
**Action Words**

Researches  
to inquire specifically, using involved and critical investigations.

Responds  
to make an answer; to show favorable reaction.

Restricts  
to confine within bounds; to restrain.

Retrieves  
to regain; to rescue.

Reviews  
to consider; to re-examine.

Revises  
to rework in order to correct or improve; to make a new, improved or up-to-date version.

Routes  
to forward; to schedule or dispatch.

Salvages  
to rescue or save (as from wreckage or ruin).

Satisfies  
to carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please.

Scans  
to examine; to search a series of punched cards, tapes or a memory bank to locate specific data (computer usage).

Schedules  
to plan a timetable; to fix time.

Screens  
to examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to cull.

Searches  
to examine; to probe; to make a thorough examination or investigation of.

Secures  
to gain possession of; to guarantee; to make safe.

Selects  
to choose the best suited.

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 assist; to be of use; to hold office.

Services  
to adjust; to repair or maintain.

Signs  
to formally approve a document by affixing a signature.

Simplifies  
to clarify; to reduce to basic essentials

Solicits  
to approach with a request or plea; to strongly urge.

Solves  
to find a solution for.

Sorts  
to separate or arrange according to a scheme; to rank by kind, class, division, etc.

Specifies  
to state precisely in detail or to name explicitly.

Spends  
to use up or pay out.

Standardizes  
to bring into conformity to something established by authority, custom or general consent as a model or criterion.

Stimulates  
to excite to activity; to urge.

Structures  
to give arrangement or form to; to arrange or organize.

Studies  
to contemplate; to carefully examine or investigate; to deliberate.
### Action Words

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</tr>
</thead>
<tbody>
<tr>
<td>Submits</td>
<td>to present data for the discretion or judgment of others.</td>
</tr>
<tr>
<td>Summarizes</td>
<td>to restate material (facts, figures, etc.) briefly.</td>
</tr>
<tr>
<td>Supervises</td>
<td>to personally oversee, direct, inspect or guide the work of others with responsibility for meeting with certain standards of performance.</td>
</tr>
<tr>
<td>Supplements</td>
<td>to add to.</td>
</tr>
<tr>
<td>Supplies</td>
<td>to furnish something that is needed; to provide; to equip.</td>
</tr>
<tr>
<td>Surveys</td>
<td>to examine as to condition, situation or value.</td>
</tr>
<tr>
<td>Synthesizes</td>
<td>to form new product by combining different elements.</td>
</tr>
<tr>
<td>Systematizes</td>
<td>to arrange methodically.</td>
</tr>
<tr>
<td>Tabulates</td>
<td>to put in table form; to set up in columns, rows.</td>
</tr>
<tr>
<td>Takes</td>
<td>to assume possession of; to grasp; to gain approval of; to undertake or perform.</td>
</tr>
<tr>
<td>Tenders</td>
<td>to present for acceptance.</td>
</tr>
<tr>
<td>Tends</td>
<td>to act as an attendant.</td>
</tr>
<tr>
<td>Tests</td>
<td>to put to proof; to examine, observe or evaluate critically.</td>
</tr>
<tr>
<td>Totals</td>
<td>to add; to compute.</td>
</tr>
<tr>
<td>Traces</td>
<td>to locate something by searching or researching evidence.</td>
</tr>
<tr>
<td>Trades</td>
<td>to give in exchange for another commodity; to make a purchase.</td>
</tr>
<tr>
<td>Trains</td>
<td>to teach, demonstrate or guide others in order to bring up to a predetermined standard.</td>
</tr>
<tr>
<td>Transacts</td>
<td>to carry on business; to negotiate.</td>
</tr>
<tr>
<td>Transcribes</td>
<td>to transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data.</td>
</tr>
<tr>
<td>Translates</td>
<td>to turn into one’s own or another language.</td>
</tr>
<tr>
<td>Transmits</td>
<td>to transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire.</td>
</tr>
<tr>
<td>Turns</td>
<td>to make, rotate, or revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting); to reverse the sides or surfaces of.</td>
</tr>
<tr>
<td>Types</td>
<td>to write using a typewriter; to arrange by categories.</td>
</tr>
<tr>
<td>Uncovers</td>
<td>to expose to view by removing a covering; to reveal.</td>
</tr>
<tr>
<td>Understands</td>
<td>to grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of.</td>
</tr>
<tr>
<td>Updates</td>
<td>to bring current.</td>
</tr>
<tr>
<td>Utilizes</td>
<td>to make use of.</td>
</tr>
<tr>
<td>Verifies</td>
<td>to confirm or establish authenticity; to substantiate.</td>
</tr>
</tbody>
</table>
## Action Words

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighs</td>
<td>to ascertain the heaviness of; to consider carefully.</td>
</tr>
<tr>
<td>Withholds</td>
<td>to hold back; to refrain from granting, giving or allowing.</td>
</tr>
<tr>
<td>Withstands</td>
<td>to stand up against; to resist successfully.</td>
</tr>
<tr>
<td>Writes</td>
<td>to set down letters, words, sentences or figures on paper or other suitable material; to author; to draft.</td>
</tr>
</tbody>
</table>