

ACTION VERBS USED TO DESCRIBE JOB DUTIES

1. ACCEPTS- To receive; to regard as true, proper, normal, and inevitable.
2. ACCOMPLISHES- To execute fully; to attain.
3. ACCOUNTS- To give a report on; to furnish a justifying analysis or explanation.
4. ACCUMULATES- To collect- to gather.
5. ACHIEVES- To bring to a successful conclusion.
6. ACKNOWLEDGES- To report the receipt of.
7. ACQUIRES- To come into possession of.
8. ACTIVATES- To mobilize; to set into motion.
9. ACTS- 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.
10. ADAPTS- To suit or fit by modification.
11. ADDS- To affix or attach to; to perform mathematical addition of figures.
12. ADHERES- 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.
13. ADJUSTS- To bring to a more satisfactory state; to bring the parts of something to a true or more effective position.
14. ADMINISTERS- To verify, secure and ensure compliance with policies.
15. ADMITS- To permit to enter or to join.
16. ADOPTS- To take up and apply or put into practice; to accept, as a report.
17. ADVANCES- 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.
18. ADVISES- To recommend a course of action (not simply to tell or inform); to offer an informed opinion based on specialized knowledge.
19. ADVOCATES- To recommend or speak in favor of.
20. AFFIRMS- To assert positively; to confirm; to ratify.

21. AFFIXES- To secure an object to another; to attach.
22. AIDS- To help or assist; to give help or assistance to.
23. ALIGNS- To arrange in a line; to array.
24. ALLOCATES- To set apart or earmark.
25. ALLOTS- To assign as a share.
26. ALTERS- To make different; to modify.
27. AMMENDS- To change or modify for the better.
28. ANALYZES- 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.
29. ANTICIPATES- To foresee events, trends, consequences, or problems and deal with in advance.
30. ANSWERS- To speak or vote in reply.
31. APPLIES- To put to use for a purpose; to employ diligently or with close attention.
32. APPOINTS- To name officially.
33. APPRAISES- To give an expert judgment of worth or merit; to evaluate as to quality, status or effectiveness.
34. APPROPRIATES- To take exclusive possession of; to set apart for or assign to a particular purpose or use; to take without permission.
35. APPROVES- To accept as satisfactory; to exercise final authority with regard to commitment of resources; to sanction officially; to ratify (thereby assuming responsibility for).
36. ARBITRATES- To act with defined authority to resolve a dispute
37. ARRANGES- To prepare for an event; to put in proper order; to form or fit into a systematic whole.
38. ARTICULATES- To pronounce distinctly; to express in coherent verbal form.
39. ASCERTAINS- To find out or discover through examination; to find out or learn for a certainty.
40. ASSEMBLES- To collect or gather together in a predetermined order from various sources.
41. ASSERTS- To state or declare positively.
42. ASSESSES- To determine value of; to evaluate.
43. ASSIGNS- To specify or designate tasks or duties to be performed by others; legally to transfer or make over to another.

44. ASSUMES- To undertake; to take for granted; to take to or upon oneself.
45. ASSURES- To state confidently; to make certain of; to confirm.
46. ATTACHES- To connect; to bind or affix to; to fasten; to tie.
47. ATTAINS- To come into possession of; to arrive at.
48. ATTENDS- To be present for the purpose of making a contribution.
49. AUDITS- To examine officially with intent to verify.
50. AUTHORIZES- To approve; to empower through vested authority.
51. AVERTS- To turn away or aside; to see coming and ward off.
52. AWARDS- To confer or bestow.
53. BALANCES- 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.
54. BATCHES- To assemble into a group for one operation.
55. BUDGETS- To plan expenditures.
56. BUILDS- To construct.
57. CALCULATES- To make a mathematical computation.
58. CALIBRATES- To check, adjust or standardize the graduation of.
59. CALLS- To communicate with by telephone; to summon; to announce.
60. CANCELS- To mark out; to invalidate; to strike out, cross out, or revoke.
61. CAPITALIZES- 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.
62. CARRIES OUT- To put into execution; to bring to a successful issue; to continue to an end or stopping point.
63. CARRIES- To move something or someone from one place to another, using the hands.
64. CATEGORIZES- To group on the basis of comparison.
65. CERTIFIES- To confirm as accurate or true.
66. CHARTS- To draw or plot data (as on a graph); to make a detailed plan.

67. CHECKS- To verify; to compare with a source for verification; to examine.
68. CIRCULATES- To pass from person to person or place to place; to disseminate.
69. CLARIFIES- To make easier to understand; to explain.
70. CLASSIFIES- To arrange or organize according to systematic groups, classes or categories.
71. CLEANS- To remove dirt or impurities; to prepare for cooking.
72. CLIMBS- To move progressively upward.
73. CLOSES- To bring to a conclusion; to bar passage; to shut; to suspend or stop operations; to end or terminate.
74. COACHES- To teach or train; to tutor.
75. CODES- To use symbols or characters (letters or numbers) to represent words or figures.
76. COLLABORATES- To work jointly with; to cooperate with others.
77. COLLATES- To organize or assemble in a predetermined sequence.
78. COLLECTS- To gather; to assemble; to accumulate.
79. COMMANDS- To direct authoritatively; to order or request to be given; to give orders; to dominate from an elevated position.
80. COMMUNICATES- To impart a verbal or written message; to transmit information.
81. COMPARES- To examine for the purpose of discovering resemblances or differences.
82. COMPILES- To put together information; to collect from other documents.
83. COMPLETES- To finish; to fully carry out.
84. COMPLIES- To act in accordance with rules or requests.
85. COMPOSES To make by putting parts together; to create, to write (an original letter, report, instructions, etc.).
86. COMPREHENDS- To grasp mentally; to understand.
87. COMPUTES- To determine or calculate mathematically.
88. CONCURS To agree with a position, statement, action or opinion.
89. CONDENSES- To make more compact.
90. CONDUCTS- To carry on; to direct the execution of.

91. CONFERS- To compare views; to consult.
92. CONFIRMS- To give approval to; to assure the validity of.
93. CONFORMS- To bring into harmony or agreement; to adapt oneself to prevailing standards or customs.
94. CONSIDERS- To think about with care or caution.
95. CONSOLIDATES- To bring together; to combine.
96. CONSTRUCTS- To make or form by combining parts; to draw with suitable instruments and under specified conditions; to arrange or set in order mentally.
97. CONSULTS- To seek advice of others; to give professional advice or services; to confer.
98. CONTACTS- To communicate with.
99. CONTINUES- To maintain without interruption a condition, course, or action; to remain in existence.
100. CONTRACTS- To establish or undertake by contract;
101. CONTRIBUTES- To supply or give something; to submit for publication.
102. CONTROLS- To measure, interpret, and evaluate actions for conformance with plans or desired results; to exercise directly, guiding or restraining power over.
103. CONVERTS- To alter the physical or chemical nature of something; to alter for more effective utilization.
104. CONVEYS- To move from one place to another; to transport; to communicate.
105. CONVINCES- To persuade; to cause others to believe something, using evidence and/or argument.
106. COOPERATES- To associate with another or others for mutual benefit.
107. COORDINATES- To regulate, adjust, or combine the actions of others to attain harmony; to bring into common action or condition according to established policies.
108. COPIES- To duplicate an original; to transfer or reproduce information.
109. CORRECTS- To make or set right; to alter or adjust to conform to a standard; to rectify.
110. CORRELATES- To establish or demonstrate a casual, complementary, parallel, or reciprocal relation.
111. CORRESPONDS- To communicate with.
112. COUNSELS- To give advice or guidance; to consult with.
113. CREATES- To bring into existence; to produce through imaginative skill.

114. DEBUGS- To detect, locate, and remove mistakes from a routine of malfunctions from a computer.
115. DECIDES- To arrive at a solution; to bring to a definitive end.
116. DEDICATES- To set apart to a definite use; to become committed to.
117. DEDUCES- To derive a conclusion by reasoning (inference in which the conclusion follows necessarily from the premises); to reach a conclusion by mental deduction.
118. DELEGATES- 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.
119. DELETES- To strike out or remove.
120. DELIVERS- To set free; to convey; to send to an intended destination.
121. DEMONSTRATES- To illustrate and explain, especially with examples.
122. DESCRIBES- To represent by a figure, model, or picture; to trace the outline of; to give an account of in words.
123. DESIGNS- To conceive, create, and execute according to plan.
124. DETERMINES- To resolve; to fix conclusively or authoritatively; to decide.
125. DEVELOPS- To disclose, discover, perfect, or unfold a plan or idea.
126. DEVISES- To form in the mind by new combinations or applications of ideas or principles; to invent.
127. DICTATES- To read or speak information to be recorded or written by another.
128. DIRECTS- To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards; to govern control.
129. DISASSEMBLES- To take apart.
130. DISCIPLINES- To penalize individuals or groups whose behavior is contrary to established rules and Regulations.
131. DISCUSSES- To exchange views for the purpose of arriving at a conclusion.
132. DISPATCHES- To send off, or forward, to known destination or on specific business.
133. DISPLAYS- To show; to spread before the view.
134. DISPOSES- To sell or get rid of
135. DISSEMINATES- To spread or disperse information or ideas.

136. DISTINGUISHES- To perceive as being separate or different; to separate into kinds, classes, or categories.
137. DISTRIBUTES- To deliver to proper destination; to pass around; to allot.
138. DIVERTS- To turn from one course or use to another.
139. DIVIDES- To separate into classes or parts.
140. DOCUMENTS- To provide with factual or substantial support for statements made or a hypothesis proposed; to equip with exact references to authoritative supporting information.
141. DRAFTS- To prepare papers or documents in a preliminary form.
142. DRAWS- To compose or write up, following a set procedure or form (as in a contract); to pull or move something.
143. EDITS- To revise and prepare material (written, film, tape, soundtrack) for publication or display.
144. EFFECTS- To bring about; to accomplish.
145. ELABORATES- To work out in detail; to give details.
146. ELECTS- To choose or select carefully.
147. ELIMINATES- To get rid of; to set aside as unimportant.
148. EMPHASIZES- To stress.
149. EMPLOYS- To make use of; to use or engage the services of; to provide with a job that pays wages or a salary.
150. ENCOMPASSES- To form a circle about; to envelop; to include.
151. ENCOURAGES- To inspire with spirit or hope; to give help or patronage to.
152. ENDORSES- To support or recommend.
153. ENFORCES- To execute vigorously; to exercise executive or police power (refers to laws and statutes).
154. ENGAGES- To interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of.
155. ENHANCES- To increase or make greater.
156. ENLISTS- To engage for duty; to secure the support and aid of.

157. ENSURES- To make sure, certain, or safe; to guarantee.
158. ESTABLISHES- To bring into existence; to institute.
159. ESTIMATES- To forecast future requirements.
160. EVALUATES- To determine or fix the value of; to appraise.
161. EXAMINES- To inspect closely; to investigate; to scrutinize.
162. EXCHANGES- To give or take one thing in return for another.
163. EXCLUDES- To shut out; to bar from participation, consideration, or inclusion.
164. EXECUTES- To put into effect; to carry out.
165. EXERCISES- To exert influence or authority; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.
166. EXPECTS- To look forward; to consider probable or certain.
167. EXPEDITES- To accelerate the process or progress of.
168. EXPRESSES- To represent in words; to make known one's feelings or opinions.
169. EXTRACTS- To draw forth; to withdraw; to separate; to determine by calculation.
170. FACILITATES- To make easier or less difficult.
171. 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.
172. FIGURES- To compute.
173. FILES- To arrange in a methodical manner; to rub smooth or cut away with a tool.
174. FINALIZES- To put in finished form.
175. FINDS- To encounter; to locate or come upon by searching or effort.
176. FLAGS- To mark in some distinctive manner.
177. FOLLOWS UP- To pursue closely in order to check progress; to see if results are satisfactory.
178. FORECASTS- To predict; to estimate in advance.
179. FORMULATES- To develop or devise.
180. FOSTERS- To promote the growth or development of.

181. FULFILLS- To put into effect; to bring to an end; to measure up to; to develop the full potentiality of.
182. FUNCTIONS- To act or operate as; to serve.
183. FURNISHES- To provide what is needed; to supply.
184. GATHERS- To collect; to harvest; to accumulate and place in order.
185. GENERATES- To bring into existence; to cause to be; to produce.
186. GIVES- To grant or bestow; to administer; to make a present of.
187. 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.
188. GRASPS- To make the motion of seizing.
189. GUARANTEES- To secure; to answer for the debt, default, or miscarriage of.
190. GUIDES- To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.
191. HIRES- To engage the services of for a set sum; to employ.
192. IDENTIFIES- To establish the identity of; to associate with some interest.
193. IMPLEMENTS- To carry out; to execute a plan or program; to give effect to.
194. IMPORTS- To bring from a foreign or external source.
195. IMPROVES- To make something better.
196. INDICATES- To show; to demonstrate with precision.
197. INFORMS- To communicate information or knowledge; to acquaint.
198. INITIATES- To start; to introduce; to originate.
199. INNOVATES- To exercise imagination or creativity in introducing something new or in making changes that lead to improvement.
200. INSERTS- To put (something) into, between, or among other materials; to introduce, as a word in a sentence.
201. INSPECTS- To examine or determine; to critically analyze for suitability.
202. INSTALLS- To set in position or adjust use; to settle in a certain place or condition, or status; to set up for use in office.

203. INSTITUTES- To organize, establish, and set in operation; to begin.
204. INSTRUCTS- To teach; to coach; to impart or communicate knowledge; to direct or order.
205. INSURES- To cover with insurance; to make certain.
206. INTEGRATES- To unify; to make whole by putting all parts or elements together.
207. INTERPRETS- To give the meaning of; to explain to others; to elucidate.
208. INTERVIEWS- To obtain facts or opinions through inquiry or examination of various sources.
209. INVENTORIES- To catalog or to count and list.
210. INVENTS- To think up or imagine; to create.
211. INVESTIGATES- To observe or study by close examination and systematic inquiry.
212. INVESTS- To spend or use time, money or effort to achieve a future benefit.
213. ISSUES- To put forth or to distribute officially.
214. ITEMIZES- To list; to write down in detail.
215. JUDGES- To form an authoritative opinion; to determine and pronounce after inquiry and deliberation.
216. 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).
217. KEEPS- To hold or retain; to maintain.
218. LEADS- To guide or direct on a course or in the direction of; to channel; to direct the operations of.
219. LEARNS- To gain knowledge or understanding of.
220. LISTS- To enumerate; to enter into a catalog with a selling price; to itemize.
221. LOADS- To place in or on a means of conveyance; to increase the weight of by adding something heavy.
222. LOCATES- To find, determine, or specify by means of searching, examining, or experimenting; to seek and find.
223. MAINTAINS- To continue; to carry on; to keep current or in an existing state, as records or files.
224. MAKES- To cause to happen to; to cause to exist, occur, or appear; to create; to bring into being by forming, shaping, or altering material.

225. MANAGES- To direct, control, or make or keep compliant.
226. MARKETS- To expose for sale; to sell.
227. MATCHES- To set in competition with; to provide with a worthy competitor; to cause to correspond.
228. MEASURES- To determine length, width, or quantity of.
229. MEDIATES- To interpose with parties to reconcile them; to reconcile differences.
230. MEETS- To cope with; to come together from different directions; to provide for.
231. MENTORS- To serve as a mentor or coach for-
232. MERGES- To combine items from two or more similarly ordered sets into one set that is arranged in the same order.
233. MIXES- To unite or blend into one group or mass.
234. MODIFIES- To make less extreme; to limit or restrict the meaning of; to make minor changes in.
235. MONITORS- To watch; to observe; to check for a specific purpose.
236. MOTIVATES- To arouse or stimulate to action.
237. MOVES- To go from one point to another; to begin operating or functioning or working in a usual way.
238. NEGOTIATES- To confer with others with a view to reaching agreement.
239. NOTES- To observe; to recognize.
240. NOTIFIES- To make known; to inform.
241. OBSERVES- To see, notice, or watch something or someone.
242. OBTAINS- To acquire or gain possession of.
243. OCCUPIES- To take possession of; to fill.
244. OMITTS- To leave out; to disregard.
245. OPENS- To make available for entry or passage; to make accessible; to expose to view; to disclose.
246. OPPOSES- To resist; to withstand; to place opposite or against.
247. ORGANIZES- To arrange; to systematize or methodize.

248. ORIENTS- To cause to become aware of, familiar with, or adjusted to facts, principles, procedures, or situations.
249. ORIGINATES- To create; to invent or produce as new.
250. OUTLINES- To make a summary of significant features.
251. OVERCOMES- To get the better of; to gain superiority.
252. OVERSEES- To watch over and direct; to superintend; to supervise.
253. PARTICIPATES- To join or share with others; take part.
254. PERFORMS- To fulfill or carry out some action; to accomplish; to execute.
255. PERMITS- To consent to; to authorize; to make possible.
256. PERSUADES- To move by argument or entreaty to a belief, position, or course of action.
257. PLACES- To locate and choose positions for.
258. PLANS- To devise or project the realization or achievement of a course of action.
259. POSTS- To record information in ledgers or other forms from another source.
260. PRACTICES- To perform or work at repeatedly in order to gain proficiency.
261. PREDICTS- To declare in advance; to foretell on the basis of observation, experience or scientific reason.
262. PRESCRIBES- To establish as a rule or guide.
263. PRESENTS- To introduce; to bestow; to lay as a charge before the court; to offer to view.
264. PRESERVES- To keep, guard, or observe; to keep safe, to protect; to keep free from decay; to maintain.
265. PREVENTS- To stop something from occurring; to take advance measures against.
266. PRICES- To fix, establish, or find out the value of.
267. PROCEEDS- To begin to carry out an action.
268. PROCESSES- To subject to some special treatment; to handle in accordance with a prescribed procedure.
269. PROCURES- To obtain possession of; to bring about.
270. PRODUCES- To grow; to make, bear, or yield something; to offer to view or notice; to exhibit.

271. PROGRAMS- To arrange or work out a sequence of operations to be performed; to make a plan or procedure.
272. PROJECTS- To extend forward; to present for consideration; to communicate vividly, especially to an audience.
273. PROMOTES- To advance to a higher level or position.
274. PROOFREADS- To read (copy or printer's proof) against the original manuscript for corrections.
275. PROPOSES- To form or declare a plan or intention.
276. PROVIDES- To supply what is needed; to furnish.
277. PUBLICIZES- To give information concerning a person, group, event or product through various communications media to attract public attention.
278. PULLS- To haul; to tow; to remove, as in filing.
279. PURCHASES- To buy or procure by committing organizational funds.
280. QUANTIFIES- To make explicit the logical amount of; to determine or express the amount of.
281. QUESTIONS- To interrogate; to doubt; to dispute; to inquire.
282. RATES- To assess the value of; to appraise; to arrange in sequence of rank.
283. READS- To interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of.
284. REALIZES- To understand clearly; to get by sale, investment, or effort.
285. REASONS- To use the faculty of reason (the power of comprehending, inferring or thinking, especially in orderly rational ways).
286. RECEIVES- To acquire; to come into possession of; to take something that is offered or sent; to admit or welcome guests or visitors.
287. RECOGNIZES- To perceive clearly; to acknowledge with a show of appreciation.
288. RECOMMENDS- To advise or counsel a course of action; to offer or suggest for adoption.
289. RECONCILES- To adjust; to restore to harmony; to make congruous.
290. RECONSTRUCTS- To rebuild; to reorganize or reestablish; to restore.
291. RECORDS- To register; to set down in writing.
292. RECRUITS- To seek out others to become new members, students or personnel.

293. RECTIFIES- To correct by calculation or adjustment; to remedy; to set right.
294. REDUCES- To narrow down; to diminish in size or amount; to abridge; to lower in grade or rank.
295. REFERS- To send or direct for aid, treatment, information, or decision; to direct attention; to make reference to.
296. REFLECTS- To think calmly and quietly; to give back as an image, likeness, or outline; to make apparent.
297. REGARDS- To pay attention to; to take into consideration; to relate to.
298. REGISTERS- To enter in a record; to enroll formally or officially.
299. REGULATES- To govern or direct according to rule; to bring under the control of law; to fix or adjust the time, amount, or degree of.
300. REINFORCES- To strengthen with additional forces or additions.
301. REJECTS- To refuse to have, used, or take for some purpose; to refuse to hear, receive, or admit.
302. RELATES- To show or establish logical or causal connection between; to have meaningful social relationships.
303. RELEASES- To set free as in releasing information; to permit the publication or dissemination of.
304. RELIES- To depend on.
305. REMITS- To send money in payment of; to submit or refer for consideration, judgment, decision, or action.
306. REMOVES- To change the location, station or residence of; to dismiss from office.
307. RENDERS- To furnish an opinion; to answer.
308. REPORTS- To give an account of; to furnish information or data.
309. REPRESENTS- To act in the place of or for.
310. REQUESTS- To ask for something.
311. REQUIRES- To have as a requisite; to call for as suitable or appropriate; to demand as necessary.
312. REQUISITIONS- To make a request for, as in records or supplies; to ask in writing for something that is needed.
313. RESCINDS- To make void; to repeal.
314. RESEARCHES- To inquire specifically, using involved and critical investigations.

315. RESPONDS- To answer; to show favorable reaction.
316. RESTRICTS- To confine within bounds; to restrain.
317. RETRIEVES- To regain; to rescue.
318. REVIEWS- To consider; to reexamine; to analyze results for the purpose of giving an opinion.
319. REVISES- To rework in order to correct or improve; to make a new, improved, or up-to-date version.
320. ROUTES- To forward; to schedule or dispatch; to prearrange and direct locations to which an article is to be sent.
321. SATISFIES- To carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please.
322. SCANS- To examine- to search in order to locate specific data or information; to scrutinize.
323. SCHEDULES- To plan a timetable; to set specific times for.
324. SCREENS- To examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to select.
325. SEARCHES- To examine; to probe; to make a thorough examination or investigation of.
326. SECURES- To gain possession of; to guarantee; to make safe; to obtain.
327. SEEKS- To try to find or discover; to try to obtain or reach; to make a search or investigation.
328. SELECTS- To choose the best suited.
329. SELLS- To give up property to another for money or other valuable consideration.
330. SENDS- To dispatch by means of communication; to convey.
331. SEPARATES- To set apart.
332. SERVES- To assist; to be of use; to hold office.
333. SETS UP- To cause a condition to come into effect; to put in operation.
334. SHOWS- To display; to give indication; to point out to someone.
335. SIGNS- To formally approve or ratify a document by affixing one's signature.
336. SIMPLIFIES- To clarify; to reduce to basic essentials.
337. SOLICITS- To approach with a request or plea; to strongly urge.

338. SOLVES- To find a solution for.
339. SORTS- To separate or arrange according to a scheme; to rank by kind. class, division, etc.
340. SPEAKS- To express one using words; to deliver an address or lecture.
341. SPECIFIES- To state precisely in detail or to name explicitly.
342. SPENDS- To use up or pay out.
343. STACKS- To pile up.
344. STANDARDIZES- To bring into conformity to something established by authority, custom, or general consent as a model or criterion.
345. STIMULATES- To excite to activity; to urge; to rouse or spur on.
346. STRENGTHENS- To make stronger.
347. STRIVES- To endeavor; to devote serious effort or energy.
348. STRUCTURES- To give arrangement or form to; to arrange or organize.
349. STUDIES- To contemplate; to carefully examine or investigate; to deliberate.
350. SUBMITS- To present data for the discretion or judgment of others.
351. SUMMARIZES- To restate material (facts, figures, etc.) briefly; to make an abstract.
352. SUPERVISES- To personally oversee, direct, inspect, or guide the work of others with responsibility for meeting certain standards of performance.
353. SUPPLEMENTS- To add to.
354. SUPPLIES- To furnish something that is needed; to provide; to equip.
355. SUPPORTS- 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.
356. SURVEYS- To examine as to condition, situation, or value.
357. SUSTAINS- To give support or relief to; to prolong; to support by adequate proof.
358. TABULATES- To put in table form; to set up in columns or rows; to make a listing.
359. TAKES- To assume possession of; to grasp; to gain approval of.
360. TERMINATES- To bring to an end; to conclude.
361. TESTS- To put to proof; to examine, observe, or evaluate critically.

362. TOTALS- To add up; to compute.
363. TRACES- To locate something by searching or researching evidence; to copy, as a drawing.
364. TRAINS- To teach, demonstrate, or guide others in order to bring up to a predetermined standard.
365. TRANSCRIBES- To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data.
366. TRANSLATES- To turn into one's own or another language.
367. TRANSMITS- To transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire.
368. TRANSPOSES- To change the usual order of.
369. TREATS- To regard and deal with in a specified manner; to provide care for or deal with medically.
370. TURNS- To make rotate/revolve; to cause to move around so as to affect a desired end (as locking, opening, shutting); to reverse the sides or surfaces of.
371. TYPES- To write using a typewriter or keyboard; to arrange by categories.
372. UNDERSTANDS- To grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of.
373. UPDATES- To bring current.
374. USES- To put into action or service; to consume or take; to act with regard to.
375. UTILIZES- To make use of.
376. VERIFIES- To confirm or establish authenticity; to substantiate; to prove to be true.
377. VISITS- To go or come to see in a professional capacity.
378. WEIGHS- To ascertain the heaviness of; to consider carefully.
379. WRITES- To set down letters, words, sentences, or figures on paper or other suitable material; to author; to draft.