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| ACCOMPLISHES: To execute fully; to attain.  |
| ACCOUNTS: To give a report on; to furnish a justifying analysis or explanation.   |
| 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.  |
| ADAPTS: To suit or fit by modification.   |
| 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.  |
| ADMINISTERS: To verify, secure and ensure compliance with policies.   |
| 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. |
| ADVISES: To recommend a course of action (not simply to tell or inform); to offer an informed opinion based on specialized knowledge.   |
| ADVOCATES: To recommend or speak in favor of.   |
| 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.                               |
| ANTICIPATES: To foresee events, trends, consequences, or problems and deal with in advance.   |
| APPLIES: To put to use for a purpose; to employ diligently or with close attention.   |
| APPRAISES: To give an expert judgment of worth or merit; to evaluate as to quality, status or effectiveness.  |
| APPROPRIATES: To take exclusive possession of; to set apart for or assign to a particular purpose or use; to take without permission.   |
| APPROVES: To accept as satisfactory; to exercise final authority with regard to commitment of resources; to sanction officially; to ratify (thereby assuming responsibility for).                                 |
| ASCERTAINS: To find out or discover through examination; to find out or learn for a certainty.  |
| ASSEMBLES: To collect or gather together in a predetermined order from various sources.   |
| ASSESSSES: To determine value of; to evaluate.  |
| ASSIGNS: To specify or designate tasks or duties to be performed by others; legally to transfer or make over to another.  |
| AUDITS: To examine officially with intent to verify.  |
| AUTHORIZES: To approve; to empower through vested authority.  |
| 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.                              |
| BATCHES: To assemble into a group for one operation.  |
| BUDGETS: To plan expenditures.  |
| CALCULATES: To make a mathematical computation.   |
| 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.   |
| CARRIES OUT: To put into execution; to bring to a successful issue; to continue to an end or stopping point.  |
| CHARTS: To draw or plot data (as on a graph); to make a detailed plan.  |

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| CHECKS: To verify; to compare with a source for verification; to examine.  |
| CLASSIFIES: To arrange or organize according to systematic groups, classes or categories.  |
| COACHES: To teach or train; to tutor.  |
| COLLABORATES: To work jointly with; to cooperate with others.  |
| COLLATES: To organize or assemble in a predetermined sequence.   |
| COLLECTS: To gather; to assemble; to accumulate.   |
| COMMANDS: To direct authoritatively; to order or request to be given; to give orders; to dominate from an elevated position.   |
| COMPARES: To examine for the purpose of discovering resemblances or differences.   |
| COMPILES: To put together information; to collect from other documents.  |
| COMPOSES: To make by putting parts together; to create, to write (an original letter, report, instructions, etc.).   |
| COMPUTES: To determine or calculate mathematically.  |
| CONSOLIDATES: To bring together; to combine.   |
| CONSTRUCTS: To make or form by combining parts; to draw with suitable instruments and under specified conditions; to arrange or set in order mentally.                         |
| CONSULTS: To seek advice of others; to give professional advice or services; to confer.  |
| CONTRACTS: To establish or undertake by contract;  |
| CONTROLS: To measure, interpret, and evaluate actions for conformance with plans or desired results; to exercise directly, guiding or restraining power over.                  |
| CONVEYS: To move from one place to another; to transport; to communicate.  |
| COORDINATES: To regulate, adjust, or combine the actions of others to attain harmony; to bring into common action or condition according to established policies..             |
| COPIES: To duplicate an original; to transfer or reproduce information.  |
| CORRECTS: To make or set right; to alter or adjust to conform to a standard; to rectify.   |
| CORRELATES: To establish or demonstrate a casual, complementary, parallel, or reciprocal relation.   |
| COUNSELS: To give advice or guidance; to consult with.   |
| CREATES: To bring into existence; to produce through imaginative skill.  |
| DEBUGS: To detect, locate, and remove mistakes from a routine of malfunctions from a computer.   |
| DEDUCES: To derive a conclusion by reasoning (inference in which the conclusion follows necessarily from the premises); to reach a conclusion by mental deduction.             |
| 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. |
| DESIGNS: To conceive, create, and execute according to plan.   |
| DETERMINES: To resolve; to fix conclusively or authoritatively; to decide.   |
| DEVELOPS: To disclose, discover, perfect, or unfold a plan or idea.  |
| DIRECTS: To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards; to govern or control.                           |
| DISASSEMBLES: To take apart.   |
| DISPATCHES: To send off, or forward, to known destination or on specific business.   |
| DISPOSES: To sell or get rid of  |
| DISSEMINATES: To spread or disperse information or ideas.  |

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| DISTRIBUTES: To deliver to proper destination; to pass around; to allot.  |
| DOCUMENTS: To provide with factual or substantial support for statements made or a hypothesis proposed; to equip with exact references to authoritative supporting information. |
| DRAFTS: To prepare papers or documents in a 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, soundtrack) for publication or display.   |
| EMPLOYS: To make use of; to use or engage the services of; to provide with a job that pays wages or a salary.   |
| ENFORCES: To execute vigorously; to exercise executive or police power (refers to laws and statutes).   |
| 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; to institute.   |
| ESTIMATES: To forecast future requirements.   |
| EVALUATES: Determine or assign a value to; determine significance, worth or condition by appraisal or review.   |
| EXAMINES: To inspect closely; to investigate; to scrutinize.  |
| EXECUTES: To put into effect; to carry out.   |
| EXERCISES: To exert influence or authority; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.   |
| EXPEDITES: To accelerate the process or progress of.  |
| EXTRACTS: To draw forth; to withdraw; to separate; to determine by calculation.   |
| FACILITATES: To make easier or less difficult.  |
| FINALIZES: To put in finished form.   |
| FINDS: To encounter; to locate or come upon by searching or effort.   |
| FLAGS: To mark in some distinctive manner.  |
| FOLLOWS UP: To pursue closely in order to check progress; to see if results are satisfactory.   |
| FORECASTS: To predict; to estimate in advance.  |
| FORMULATES: To develop or devise.   |
| FULFILLS: To put into effect; to bring to an end; to measure up to; to develop the full potentiality 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 cause to be; to produce.   |
| GUIDES: To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.  |
| IMPLEMENTS: To carry out; to execute a plan or program; to give effect to.  |
| INITIATES: To start; to introduce; to originate.  |

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| INNOVATES: To exercise imagination or creativity in introducing something new or in making changes that lead to improvement.                 |
| INSPECTS: To examine or determine; to critically analyze for suitability.  |
| 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.               |
| INSTITUTES: To organize, establish, and set in operation; to begin.  |
| INSTRUCTS: To teach; to coach; to impart or communicate knowledge; to direct or order.   |
| INSURES: To cover with insurance; to make certain.   |
| INTEGRATES: To unify; to make whole by putting all parts or elements together.   |
| INTERPRETS: To give the meaning of; to explain to others; to elucidate.  |
| INTERVIEWS: To obtain facts or opinions through inquiry or examination of various sources.   |
| INVENTS: To think up or imagine; to create.  |
| INVENTORIES: To catalog or to count and list.  |
| 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.  |
| JUDGES: To form an authoritative opinion; to determine and pronounce after inquiry and deliberation.   |
| 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). |
| LEADS: To guide or direct on a course or in the direction of; to channel; to direct the operations of.                                       |
| MANAGES: To direct, control, or make or keep compliant.  |
| MARKETS: To expose for sale; to sell.  |
| MEASURES: To determine length, width, or quantity of.  |
| MEDIATES: To interpose with parties to reconcile them; to reconcile differences.   |
| MENTORS: To serve as a mentor or coach for:  |
| MODIFIES: To make less extreme; to limit or restrict the meaning of; to make minor changes in.   |
| MONITORS: To watch; to observe; to check for a specific purpose.   |
| MOTIVATES: To arouse or stimulate to action.   |
| NEGOTIATES: To confer with others with a view to reaching agreement.   |
| NOTIFIES: To make known; to inform.  |
| OBSERVES: To see, notice, or watch something or someone.   |
| ORGANIZES: To arrange; to systematize or methodize.  |
| ORIENTS: To cause to become aware of, familiar with, or adjusted to facts, principles, procedures, or situations.                            |
| ORIGINATES: To create; to invent or produce as new.  |
| OUTLINES: To make a summary of significant features.   |
| OVERSEES: To watch over and direct; to superintend; to supervise.  |
| PARTICIPATES: To join or share with others; take part.   |
| PERFORMS: To fulfill or carry out some action; to accomplish; to execute.  |

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| PERMITS: To consent to; to authorize; to make possible.  |
| PERSUADES: To move by argument or entreaty to a belief, position, or course of action.   |
| 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.  |
| PRESCRIBES: To establish as a rule or guide.   |
| 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; to make a plan or procedure.  |
| PROOFREADS: To read (copy or printer's proof) against the original manuscript for corrections.   |
| PROPOSES: To form or declare a plan or intention.  |
| PUBLICIZES: To give information concerning a person, group, event or product through various communications media to attract public attention. |
| QUANTIFIES: To make explicit the logical amount of; to determine or express the amount of.   |
| QUESTIONS: To interrogate; to doubt; to dispute; to inquire.   |
| REASONS: To use the faculty of reason (the power of comprehending, inferring or thinking, especially in orderly rational ways).                |
| RECEIVES: To acquire; to come into possession of; to take something that is offered or sent; to admit or welcome guests or visitors..          |
| 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; to restore.  |
| RECORDS: To register; to set down in writing.  |
| RECRUITS: To seek out others to become new members, students or personnel.   |
| RECTIFIES: To correct by calculation or adjustment; to remedy; to set right.   |
| REFERS: To send or direct for aid, treatment, information, or decision; to direct attention; to make reference to.                             |
| 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.          |
| REJECTS: To refuse to have, use, or take for some purpose; to refuse to hear, receive, or admit.   |
| REMITTS: To send money in payment of; to submit or refer for consideration, judgement, decision, or action.                                    |
| RENDERS: To furnish an opinion; to answer.   |
| REPRESENTS: To act in the place of or for.   |
| REQUISITIONS: To make a request for, as in records or supplies; to ask in writing for something that is needed.                                |
| RESEARCHES: To inquire specifically, using involved and critical investigations.   |
| RESTRICTS: To confine within bounds; to restrain.  |
| REVIEWS: To consider; to reexamine; to analyze results for the purpose of giving an opinion.   |

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| REVISES: To rework in order to correct or improve; to make a new, improved, or up-to-date version.  |
| SCANS: To examine: to search in order to locate specific data or information; to scrutinize.  |
| SCHEDULES: To plan a timetable; to set specific times for.  |
| SCREENS: To examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to select.                 |
| SOLICITS: To approach with a request or plea; to strongly urge.   |
| SOLVES: To find a solution for.   |
| STANDARDIZES: To bring into conformity to something established by authority, custom, or general consent as a model or criterion.                   |
| STRUCTURES: To give arrangement or form to; to arrange or organize.   |
| SUBMITS: To present data for the discretion or judgement of others.   |
| SUMMARIZES: To restate material (facts, figures, etc.) briefly; to make an abstract.  |
| SUPERVISES: To personally oversee, direct, inspect, or guide the work of others with responsibility for meeting certain standards of performance.   |
| SUPPLIES: To furnish something that is needed; to provide; to equip.  |
| SURVEYS: To examine as to condition, situation, or value.   |
| TABULATES: To put in table form; to set up in columns or rows; to make a listing.   |
| TERMINATES: To bring to an end; to conclude.  |
| TESTS: To put to proof; to examine, observe, or evaluate critically.  |
| TOTALS: To add up; to compute.  |
| TRACES: To locate something by searching or researching evidence; to copy, as a drawing.  |
| TRAINS: To teach, demonstrate, or guide others in order to bring up to a predetermined standard.  |
| 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. |
| 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.                      |
| UPDATES: To bring current.  |
| VERIFIES: To confirm or establish authenticity; to substantiate; to prove to be true.   |
| WEIGHS: To ascertain the heaviness of; to consider carefully.   |