The action verbs below are meant for your use in writing the course and lesson outcomes for the course you are designing in addressing the psychomotor and affective domains.

The verbs below were taken from www.okstate.edu/education/career_services/documents/actionverb.pdf but had been rewritten in the manner appropriate for writing the Course Outcomes and Lesson Outcomes by Assoc. Prof. Dr. Jaafar Jantan, a.k.a. Dr. JJ, FSG, UiTM.

Action Verbs/Adverbs for top skills

Action verbs are a good way to describe transferable skills that you have developed. Transferable skills can transfer from one job or occupation to another. Listed below are action verbs that describe skills that employers most desire according to the National Association of Colleges and Employers. This list is intended to be a starting point and is not a complete listing of verbs or skills.

Communication Skills (Verbal and Written)………………………………… #1 skill desired by employers

<table>
<thead>
<tr>
<th>Action Verb</th>
<th>Adverb</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Correspond</td>
<td>Recruit</td>
</tr>
<tr>
<td>Advertise</td>
<td>Direct</td>
<td>Redirect</td>
</tr>
<tr>
<td>Author</td>
<td>Discuss</td>
<td>Refer</td>
</tr>
<tr>
<td>Call</td>
<td>Draft</td>
<td>Moderate</td>
</tr>
<tr>
<td>Circulate</td>
<td>Edit</td>
<td>Related</td>
</tr>
<tr>
<td>Coach</td>
<td>Elicit</td>
<td>Represent</td>
</tr>
<tr>
<td>Collaborate</td>
<td>Emphasize</td>
<td>Resolve</td>
</tr>
<tr>
<td>Communicate</td>
<td>Explain</td>
<td>Show</td>
</tr>
<tr>
<td>Compose</td>
<td>Formulate</td>
<td>Speak</td>
</tr>
<tr>
<td>Confer</td>
<td>Influence</td>
<td>Translate</td>
</tr>
<tr>
<td>Contact</td>
<td>Inform</td>
<td>Tutor</td>
</tr>
<tr>
<td>Convince</td>
<td>Instruct</td>
<td>Write</td>
</tr>
</tbody>
</table>

Interpersonal Skills (relate well to others)

<table>
<thead>
<tr>
<th>Action Verb</th>
<th>Adverb</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodate</td>
<td>Contribute</td>
<td>Moderate</td>
</tr>
<tr>
<td>Adjust</td>
<td>Cooperate</td>
<td>Modify</td>
</tr>
<tr>
<td>Advise</td>
<td>Counsel</td>
<td>Motivate</td>
</tr>
<tr>
<td>Agree</td>
<td>Facilitate</td>
<td>Negotiate</td>
</tr>
<tr>
<td>Arrange</td>
<td>Guide</td>
<td>Personalize</td>
</tr>
<tr>
<td>Assist</td>
<td>Influence</td>
<td>Persuade</td>
</tr>
<tr>
<td>Consult</td>
<td>Instruct</td>
<td>Provide</td>
</tr>
</tbody>
</table>

Organizational Skills (detail oriented)

<table>
<thead>
<tr>
<th>Action Verb</th>
<th>Adverb</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Distribute</td>
<td>Prepare</td>
</tr>
<tr>
<td>Arrange</td>
<td>Execute</td>
<td>Process</td>
</tr>
<tr>
<td>Catalogue</td>
<td>Generate</td>
<td>Purchase</td>
</tr>
</tbody>
</table>

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Compiled by Dr. JJ.http://www2.uitm.edu.my/drjj/
Chart Implement  Record  Tabulate
Classify Inspect  Retrieve  Update
Code Maintain  Review  Validate
Collect Monitor  Route  Verify
Compile Operate  Schedule  
Dispatch Organize  Screen  

**Analytical Skills**
Adapt Critique  Examined  Solved
Analyze Design  Identified  Standardized
Apply Develop  Interpreted  Studied
Calculate Devise  Investigated  Summarized
Clarify Diagnose  Replaced  Surveyed
Compare Evaluate  Researched  Tested
Compute Engineer  Reviewed  

**Teamwork Skills (work well with others)**
Aid Counsel  Facilitate  Represent
Assist  Demonstrate  Familiarize  Support
Coach  Educate  Guide  Volunteer
Collaborate  Encourage  Motivate
Coordinate  Establish  Refer

**Content skills** are skills that are specific to a job or occupation. For instance, an Aviation major (professional pilot) develops specific technical skills that are relevant to his/her field of study. Another example might be a Health Education and Promotion major who develops specific technical skills through CPR certification.

Employers have listed “Computer Skills” as one of their desired skills. Below is an example of how you might describe your computer skills with and without action verbs.

**Computer Skills (as a transferable skill – WITH action verbs)**
Adapt  Develop  Install  Repair
Analyze  Diagnose  Manage  Solve
Assemble  Engineer  Maintain  Standardize
Built  Execute  Operate  Systematize
Calculate  Extract  Organize  Test
Compute  Fabricate  Overhaul  Upgrade
Conduct  Identify  Program  Utilize

**Computer Skills (as a content skill – WITHOUT action verbs)**

Sometimes referred to as personality traits or personal qualities, **self-management skills**, are the skills you use to adapt and survive. Using adverbs is a good way to communicate these skills. Below are listed four self-management skills that employers desire and adverbs that describe these skills.

**Honesty/Integrity**
Candid  Dependable  Honest  Straightforward
Clear  Direct  Open  Truthful
Consistent  Faithful  Reliable  Unfailing

**Strong Work Ethic**
Capable  Efficient  Professional  Regular
Competent       Dependable       Proficient       Resourceful

**Motivation/Initiative**
- Competent
- Dependable
- Proficient
- Resourceful

**Cheerful**
- Enthusiastic
- Imaginative
- Original

**Clever**
- Glad
- Ingenious
- Passionate

**Creative**
- Happy
- Inventive
- Passionate

**Flexibility/Adaptability**
- Adaptable
- Flexible
- Neutral
- Independent
- Objective
- Open-minded

**More Action Verbs**

Action verbs are a good way to describe what you can do and what skills you have developed. Listed below are action verbs that describe more skill areas…

**Management Skills**
- Administer Delegate
- Analyze Develop
- Assign Direct
- Attain Enhance
- Chair Establish
- Consolidate Evaluate
- Contract Execute
- Coordinate Increase

**Research Skills**
- Analyze Extract
- Clarify Identify
- Collect Interpret
- Compare Interview
- Conduct Investigate
- Critique Locate
- Diagnose Organize
- Evaluate Research
- Examine Review
- Gather Solve
- Remodel Summarize
- Repair Survey

**Teaching Skills**
- Adapt Develop
- Advise Enable
- Coach Encourage
- Communicate Evaluate
- Coordinate Explain

**Creative Skills**
- Act Develop

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<table>
<thead>
<tr>
<th>Adapt Direct</th>
<th>Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Establish</td>
<td>Integrate</td>
</tr>
<tr>
<td>Compost Estimate</td>
<td>Introduce</td>
</tr>
<tr>
<td>Conceptualize Fashion</td>
<td>Invent</td>
</tr>
<tr>
<td>Create Forecast</td>
<td>Investigate</td>
</tr>
<tr>
<td>Conceive Formulate</td>
<td>Modify</td>
</tr>
<tr>
<td>Customize Found</td>
<td>Originate</td>
</tr>
<tr>
<td>Design Illustrate</td>
<td>Perform</td>
</tr>
</tbody>
</table>

**Leadership Skills**

<table>
<thead>
<tr>
<th>Administer Delegate</th>
<th>Govern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocate Designate</td>
<td>Hire</td>
</tr>
<tr>
<td>Appoint Direct</td>
<td>Lead</td>
</tr>
<tr>
<td>Approve Disapprove</td>
<td>Manage</td>
</tr>
<tr>
<td>Assign Discharge</td>
<td>Oversee</td>
</tr>
<tr>
<td>Authorize Encourage</td>
<td>Preside</td>
</tr>
<tr>
<td>Award Enforce</td>
<td>Recommend</td>
</tr>
<tr>
<td>Conduct Evaluate</td>
<td>Regulate</td>
</tr>
<tr>
<td>Control Execute</td>
<td>Require</td>
</tr>
</tbody>
</table>

Sign
Select
Settle
Specify
Sponsor
Stipulate
Supervise