

## **CATEGORISED ACTION WORDS**

### **Accomplishment Verbs**

achieved	created	improved	reduced	restored
accomplished	expanded	pioneered	resolved	transformed

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### **Clerical Skills**

approve	compile	inspect	process	sort
arrange	despatch	monitor	purchase	tabulate
catalogue	file	operate	record	type
classify	generate	organise	retrieve	
collect	implement	prepare	send	

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### **Communication Skills**

address	debate	formulate	motivate	recruit
arbitrate	develop	influence	negotiate	speak
arrange	direct	interpret	persuade	translate
collaborate	draft	lecture	promote	write
convince	edit	mediate	publicise	
correspond	enlist	moderate	reconcile	

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### **Creative Skills**

act	decorate	find	invent	sew
conceptualise	design	illustrate	landscape	shape
carve	develop	initiate	originate	
cook	direct	institute	perform	
create	establish	integrate	plan	
customise	fashion	introduce	revitalise	

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### **Financial Skills**

administer	audit	compute	forecast	project
allocate	balance	develop	manage	research
analyse	budget	estimate	market	
appraise	calculate	evaluate	plan	

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### **Helping Skills**

advocate	coach	educate	guide	nurse
assess	counsel	empathise	listen	refer
assist	demonstrate	facilitate	mediate	rehabilitate
clarify	diagnose	familiarise	motivate	represent

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### **Management Skills**

administer	budget	develop	organise	review
analyse	calculate	direct	oversee	schedule
assign	chair	evaluate	prioritise	supervise
attain	consolidate	execute	plan	
appraise	contract	improve	produce	
audit	co-ordinate	increase	project	
balance	delegate	market	recommend	

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### **Physical Skills**

apply	control	fasten	locate	repair
assemble	cultivate	fill	measure	replace
catalogue	cut	fit	mix	sort
check	dig	fold	operate	spray
clean	drill	insert	rebuild	spread
connect	drive	install	regulate	unload
construct	erect	lift	renovate	

**Research Skills**

Analyse	diagnose	identify	investigate	survey
assess	evaluate	inspect	organise	
clarify	examine	interpret	review	
collect	extract	interview	summarise	

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**Service Skills**

advise	change	explain	receive	show
answer	clean	inspect	remove	wash
arrange	collect	maintain	sell	
assist	deliver	prepare	serve	

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**Teaching Skills**

adapt	co-ordinate	evaluate	initiate	set goals
advise	demystify	explain	instruct	stimulate
clarify	develop	facilitate	motivate	train
coach	enable	guide	persuade	
communicate	encourage	inform	plan	

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**Technical Skills**

assemble	design	maintain	produce	solve
build	devise	make	program	test
calculate	engineer	navigate	remodel	upg
compute	examine	operate	repair	
construct	fabricate	overhaul	sensitise	