



DON TIPSHEET

Writing with Action Verbs

Issued: July 2012

Many times during the performance appraisal period, the employee and the supervisor will need to communicate clear expectations, feedback, and appraisals of performance in their own relationship and for use by outside parties, such as the Performance Awards Review Board. Using appropriate and descriptive verbs is helpful in developing a shared understanding and making sure that you have adequately captured your true meaning. To get you started, this Tip Sheet contains some descriptive verbs that are commonly used in describing specific fields or skills. Use these words when writing critical elements, describing expectations, or writing employee or self-appraisals.

Field Area or Skill	Examples of Action Verbs
Management/Leadership	Achieve, administer, arrange, articulate, assign, attain, author, chair, compete, conceive, conduct, contract, convene, coordinate, create, delegate, design, develop, direct, earn, effect, employ, execute, facilitate, initiate, institute, instruct, intervene, invent, investigate, manage, master, model, organize, oversee, plan, present, preside, protect, recommend, regulate, represent, resolve, shape, solve, specify, supervise
Research/Writing	Analyze, annotate, appraise, assess, author, brief, calculate, catalogue, categorize, chart, code, collect, compare, compile, compose, compute, conduct, consolidate, contact, correspond, create, critique, define, derive, design, determine, develop, devise, diagnose, direct, discover, dispense, display, distribute, draft, edit, elicit, estimate, evaluate, examine, exhibit, expand, experiment, explore, forecast, formulate, identify, illustrate, inquire, inspect, interpret, interview, inventory, investigate, measure, model, observe, outline, predict, present, process, produce, publish, question, record, regulate, report, reproduce, research, review, revise, search, solicit, solve, study, summarize, survey, synthesize, test
Teamwork	Articulate, arrange, brief, clarify, collaborate, communicate, contact, convene, coordinate, delegate, elicit, employ, encourage, enlist, exchange, explain, facilitate, foster, influence, initiate, inquire, instruct, interpret, interview, introduce, mediate, motivate, negotiate, participate, represent, resolve, respond, shape, share, solicit

Financial	Acquire, activate, administer, analyze, apply, assess, brief, calculate, catalogue, categorize, code, compile, compute, conduct, define, deliver, derive, design, develop, devise, draft, formulate, implement, inspect, install, master, monitor, operate, process, program, protect, provide, publish, record, regulate, repair, report, reproduce, respond, search, share, simulate, solve, test, train, translate, tutor, update, write
Technical	Acquire, activate, administer, analyze, apply, assess, brief, calculate, catalogue, categorize, channel, code, compile, compute, conduct, define, deliver, derive, design, develop, devise, draft, formulate, implement, inspect, install, master, monitor, operate, process, program, protect, provide, publish, record, regulate, repair, report, reproduce, respond, search, share, simulate, solve, support, test, train, translate, tutor, update, write
Teaching/Training	Adapt, advise, assign, coach, collaborate, communicate, conduct, counsel, critique, demonstrate, design, develop, direct, educate, encourage, evaluate, examine, facilitate, guide, implement, inform, inquire, institute, instruct, introduce, investigate, judge, lecture, model, monitor, motivate, organize, outline, participate, perform, persuade, plan, prepare, prescribe, present, program, report, research, respond, review, revise, rewrite, schedule, teach, train, tutor
Marketing/Public Relations	Articulate, communicate, contact, convene, correspond, deliver, demonstrate, develop, dispense, display, earn, entertain, exhibit, expand, facilitate, formulate, increase, inform, introduce, inventory, locate, maintain, market, promote, publicize, purchase, recommend, recruit, represent, respond, route, schedule, shape, share, solicit, survey
Administrative	Administer, arrange, assemble, brief, catalogue, categorize, code, collect, compile, contact, coordinate, correspond, distribute, edit, execute, group, identify, inventory, locate, monitor, regulate, respond, retrieve, schedule, summarize, update, verify

Where to Find Additional Information

Need additional information on performance management? Check out the following resources:

- Visit the OCHR Performance Management and Awards portal site at: www.portal.navy.mil/donhr/WorkforceRelations/Pages/PerformanceManagementAwards.aspx
- Speak with your Human Resources Practitioner
- Email DON OCHR at donhrfaq@navy.mil