



Useful Action Verbs

Use active verbs to write recommendations that call for a specific action with a measurable outcome. Avoid equivocal verbs such as consider, continue, and explore, that do not require a specific outcome.

Adapt	Contrast	Explain	Modernize	Select
Address	Convert	Exploit	Modify	Separate
Adjust	Create	Facilitate	Motivate	Shape
Align	Coordinate	Finalize	Navigate	Show
Amplify	Craft	Fine tune	Obtain	Simplify
Analyze	Create	Focus	Optimize	Solidify
Ascertain	Decide	Formulate	Order	Solve
Assess	Define	Fulfill	Organize	Specify
Augment	Delineate	Generalize	Originate	Stabilize
Broaden	Demonstrate	Generate	Operate	Stimulate
Build	Design	Guide	Overhaul	Substantiate
Capitalize	Detect	Identify	Plan	Survey
Categorize	Determine	Illuminate	Predict	Synthesize
Challenge	Develop	Illustrate	Prepare	Tailor
Characterize	Devise	Implement	Produce	Target
Clarify	Differentiate	Improve	Promote	Transform
Classify	Distinguish	Increase	Propose	Unify
Coach	Draw	Initiate	Provide	Update
Collect	Eliminate	Integrate	Quantify	Upgrade
Combine	Emphasize	Interpret	Realize	Use
Compare	Employ	Introduce	Recommend	Utilize
Compile	Engage	Invent	Redefine	Validate
Compose	Establish	Justify	Refine	Validate
Conduct	Estimate	Maximize	Remediate	Verify
Connect	Expand	Measure	Resolve	Visualize
Construct	Evaluate	Minimize	Revise	Write