



THE OHIO STATE UNIVERSITY

FISHER COLLEGE OF BUSINESS

Verbs For Business Application Skills

Clerical					
approved	collected	executed	obtained	recorded	specified
arranged	communicated	filed	operated	registered	standardized
assisted	compiled	gathered	ordered	retrieved	systematized
catalogued	completed	generated	organized	reviewed	tabulated
categorized	corrected	implemented	prepared	routed	trained
charted	dispatched	incorporated	processed	scheduled	transcribed
classified	distributed	inspected	proofread	screened	updated
coded	documented	monitored	purchased	sorted	validated
Creativity					
acted	constructed	displayed	founded	invented	planned
adapted	created	drew	illustrated	modeled	revised
began	customized	entertained	initiated	modified	revitalized
combined	designed	established	instituted	originated	shaped
composed	developed	fashioned	integrated	performed	solved
conceptualized	directed	formulated	introduced	photographed	
Helping					
adapted	assisted	demonstrated	familiarized	mentored	represented
advised	clarified	diagnosed	furthered	motivated	resolved
advocated	coached	educated	guided	prevented	simplified
aided	collaborated	encouraged	helped	provided	supplied
answered	contributed	ensured	insured	referred	supported
arranged	cooperated	expedited	intervened	rehabilitated	volunteered
assessed	counseled	facilitated	listened		
Teaching					
adapted	coordinated	enabled	focused	instructed	taught
advised	created	encouraged	guided	motivated	tested
clarified	critiqued	evaluated	individualized	persuaded	trained
coached	developed	explained	informed	simulated	transmitted
communicated	educated	facilitated	instilled	stimulated	tutored
conducted					
Analytical & Financial					
administered	assessed	computed	estimated	netted	reconciled
adjusted	audited	conserved	forecasted	planned	reduced
allocated	balanced	corrected	managed	prepared	researched
analyzed	budgeted	determined	marketed	programmed	retrieved
appraised	calculated	developed	measured	qualified	
Critical Thinking					
analyzed	coded	conducted	discovered	formulated	observed
appraised	compared	designed	examined	identified	recommended
assessed	compiled	developed	explored	inquired	researched
calculated	computed	devised	focused	interpreted	segmented
categorized	conceived	diagnosed	forecasted	investigated	solved
charted					
Leadership					
administered	contracted	enforced	incorporated	organized	replaced
analyzed	controlled	enhanced	increased	originated	restored
appointed	converted	established	initiated	overhauled	reviewed
approved	coordinated	executed	inspected	oversaw	scheduled
assigned	decided	generated	instituted	planned	secured
attained	delegated	handled	led	presided	selected
authorized	developed	headed	managed	prioritized	streamlined
chaired	directed	hired	merged	produced	strengthened
charged	eliminated	hosted	motivated	recommended	supervised
considered	emphasized	improved	navigated	reorganized	terminated
consolidated					
Technical					
adapted	computed	diagnosed	installed	programmed	specialized
analyzed	conducted	engineered	interviewed	refined	standardized
applied	conserved	evaluated	invented	regulated	studied
appraised	constructed	examined	investigated	remodeled	summarized
assembled	converted	experimented	located	repaired	surveyed
built	critiqued	explored	maintained	replaced	systematized
calculated	debugged	extracted	measured	researched	tested
clarified	designed	fabricated	operated	restored	trained
collected	detected	formulated	organized	reviewed	transported
compared	determined	functioned as	overhauled	searched	upgraded
compiled	developed	gathered	printed	solved	utilized
completed	devised	inspected			

Organizational					
achieved	collected	evaluated	maintained	produced	selected
administered	compiled	exceeded	managed	provided	standardized
analyzed	completed	executed	mentored	purchased	streamlined
appointed	consolidated	expanded	merged	recommended	strengthened
approved	contracted	filed	monitored	recorded	submitted
arranged	controlled	generated	motivated	reduced	succeeded
assigned	converted	headed	obtained	registered	supervised
assisted	coordinated	hired	operated	reorganized	supplied
assumed responsibility	corrected	hosted	orchestrated	replaced	surpassed
attained	corresponded	improved	ordered	reserved	systematized
authorized	delegated	incorporated	organized	resolved	trained
carried out	developed	increased	oversaw	responded	traveled
catalogued	directed	influenced	pioneered	restored	updated
categorized	distributed	initiated	planned	reviewed	utilized
chaired	eliminated	inspected	prepared	routed	validated
channeled	emphasized	instituted	presided	scheduled	verified
charted	enforced	led	prioritized	screened	wrote
classified	enhanced	logged	processed	secured	
coded	established				
Teamwork					
accelerated	compared	earned	informed	participated	revised
accomplished	competed	edited	initiated	perceived	rewrote
achieved	compiled	educated	inquired	performed	routed
acquired	completed	effected	inspected	persuaded	scheduled
activated	composed	elicited	installed	planned	searched
adapted	computed	employed	instilled	predicted	selected
adjusted	conceived	encouraged	instituted	prepared	served
administered	conducted	endured	instructed	prescribed	serviced
advised	confronted	enlisted	insured	presented	shaped
allocated	consolidated	entertained	interpreted	presided	shared
analyzed	constructed	established	intervened	processed	simplified
annotated	contacted	estimated	interviewed	produced	solicited
anticipated	continued	evaluated	introduced	programmed	solved
applied	contracted	examined	invented	promoted	sought
appraised	convened	exchanged	inventoried	protected	specified
arranged	coordinated	executed	investigated	provided	stimulated
articulated	corresponded	exercised	judged	publicized	studied
assembled	counseled	exhibited	lectured	published	succeeded
assessed	created	expanded	listened	purchased	suggested
assigned	critiqued	expedited	located	questioned	summarized
attained	defined	experimented	maintained	recommended	supervised
authored	delegated	explained	managed	recorded	supported
balanced	delivered	explored	marketed	recruited	surveyed
briefed	demonstrated	facilitated	mastered	reduced	synthesized
budgeted	derived	financed	measured	regulated	systematized
calculated	designed	focused	mediated	reinforced	targeted
catalogued	detected	forecasted	modeled	rendered	taught
categorized	determined	formulated	modified	repaired	tested
chaired	developed	fostered	molded	reported	trained
changed	devised	grouped	monitored	represented	translated
channeled	diagnosed	guided	motivated	reproduced	tutored
charted	directed	identified	negotiated	researched	updated
clarified	discovered	illustrated	observed	resolved	utilized
coached	dispensed	implemented	obtained	responded	verified
coded	displayed	imposed	operated	restored	visualized
collaborated	distributed	improved	organized	retained	wrote
collected	drafted	increased	outlined	retrieved	
communicated	dramatized	influenced	oversaw	reviewed	
Communication					
addressed	consulted	edited	involved	participated	resolved
advertised	contacted	elicited	joined	persuaded	responded
arbitrated	conveyed	enlisted	judged	presented	solicited
arranged	convinced	explained	lectured	promoted	specified
articulated	corresponded	expressed	listened	proposed	spoke
authored	debated	formulated	marketed	publicized	suggested
clarified	defined	furnished	mediated	reconciled	summarized
collaborated	described	incorporated	moderated	recruited	synthesized
communicated	developed	influenced	motivated	referred	translated
composed	directed	interacted	negotiated	reinforced	traveled
condensed	discussed	interpreted	observed	reported	wrote
conferred	drafted	interviewed	outlined		