GLOSSARY OF ACTION VERBS FOR PDQS

**ADJUST**—Bring to more satisfactory state; change to enhance a situation.

**ADMINISTER**—Exercise and implement control over the performance of specific operations, approved plans, or established policies within the scope of limited and well-defined authority.

**ADVISE**—Give information or opinion pertinent to a probable course of action.

**ANALYZE**—Study the factors of a problem to determine a proper solution.

**ARRANGE**—Put into suitable order or sequence; to make preparations or plan.

**ASSIST**—Take an active part or give support in performing a function.

**BALANCE**—Arrange so that one set of elements exactly equals another.

**CALCULATE**—Work out by mathematical computation.

**CHECK**—Compare with a source, original, or authority.

**COMPILE**—Put together a series or group of facts or figures from somewhat related sources into a related whole; usually used in the sense of making a report.

**COMPOSE**—Form by putting together; formulate or write.

**CONDUCT**—Exercise leadership in a project or study.

**COORDINATE**—Combine (through balancing, tuning, or integrating) the efforts of separate groups to accomplish a specific objective; coordination can be exercised without line authority.

**COUNSEL**—Give advice and guidance to another.

**DEMONSTRATE**—To show clearly; illustrate or explain with many examples.

**DEVELOP**—Advance programs, planning or personnel capabilities to higher state.

**DIRECT**—Authoritatively define, regulate, or determine the activities of subordinate organizational units to achieve predetermined objectives.

**DISTRIBUTE**—Give out; divide among several.

**EXECUTE**—Put into effect according to a plan (See "Administer").

**FILE**—Arrange in order for preservation or reference; place among official records.
GATHER—Come or bring together into a group mass or unit.

INITIATE—Start, begin, or introduce a program or action.

INSTALL—Set up for use or service.

LIST—Place in a specified category; register.

MAINTAIN—Keep in an existing state; to continue or preserve; keep in a state of efficiency or validity.

MANAGE—Plan, organize, and control to achieve coordinated objectives by leading and directing subordinates without giving detailed supervision.

MONITOR—Watch, observe, or check for a special purpose; keep track.

NEGOTIATE—Reach agreement on specific proposals through discussion with others of a different viewpoint.

OBTAIN—Gain or attain by planned action or effort.

OPERATE—Perform a function.

ORGANIZE—Set up plans and procedures for achieving objectives.

PARTICIPATE—Take part in and share responsibility with others for action but without individual authority to take action.

PERFORM—Carry out, accomplish; to do in a formal manner or according to a prescribed method.

PLAN—Devise or determine a course of action to achieve a desired result.

PROVIDE—Furnish necessary information or services.

POST—Transfer an entry or item from one record to another.

PREPARE—Make ready for further action or purpose.

PROCESS—Perform a series of actions or operations leading to an end.

PROVE—Determine extent of agreement or disagreement with intended relation between results.

RECOMMEND—Offer for acceptance and support a course of action to persons responsible for approval or authorization.
**RECORD**—Register, make a record of.

**REPAIR**—Restore by replacing a part or putting together what is torn or broken; to fix.

**REPORT**—Give an account of; make a written record or summary.

**RESEARCH**—Careful or diligent search; investigate or experiment with the aim of discovery and interpretation of facts.

**REVIEW**—Critically examine (completed work, reports, performance) with a view to amendment or improvement.

**SCHEDULE**—Plan a timetable; to set, appoint, or designate for a fixed time.

**SORT**—Put in a certain place or rank according to kind, class or nature.

**SUPERVISE**—Oversee or watch with authority work, proceedings, or progress; control employment status, including hiring, salary adjustment, promotion, termination; implies day-to-day concern with details of operation.

**TABULATE**—Arrange figures or items in rows and columns; computing by means of a table.

**TRANSCRIBE**—Make a written copy; dictated or recorded information in longhand or on a typewriter; transfer from one recording form to another.

**VERIFY**—Determine the accuracy of one thing or figure in relation to other things or figures known to be accurate.