

Word Bank for LCVP

General Action Words – these are all in past tense.

If using them for Enterprise Plan please be careful to change them to future tense.

EG

FUTURE: I will look for advice on..

PAST: He advised me to..

achieved	cooperated	enhanced	instructed	participated	scheduled
acted as	coordinated	established	interacted	perceived	screened
adapted	created	estimated	interpreted	performed	selected
administered	decided	evaluated	interviewed	planned	served
advised	defined	examined	investigated	prepared	simplified
allocated	demonstrated	facilitated	judged	presented	solved
analysed	designed	gained	located	prevented	stimulated
anticipated	diagnosed	generated	maintained	produced	strengthened
approved	directed	graded	managed	proposed	substituted
arranged	discovered	guided	mastered	proved	summarised
assisted	displayed	handled	modified	provided	supervised
attended	distributed	identified	monitored	published	supported
budgeted	documented	illustrated	motivated	recognised	taught
calculated	drafted	implemented	negotiated	recommended	tested
clarified	earned	improved	observed	redesigned	trained
coached	edited	improvised	obtained	referred	transformed
communicated	eliminated	increased	operated	related	translated
completed	employed	influenced	ordered	reorganised	tutored
conducted	enacted	informed	organised	reported	utilised
constructed	encouraged	initiated	originated	researched	verified
consulted	enforced	inspected	oversaw	review	won
controlled		inspired		revised	wrote