

## **GLOSSARY OF ACTION VERBS:**

<b>Applies</b> ⇒	Puts to use for a purpose; uses knowledge, skills and abilities, reference materials, or equipment in a particular situation or in completing a task.
<b>Attends</b> ⇒	Is present at.
<b>Calculates</b> ⇒	Determines by mathematical or statistical processes or methods.
<b>Calibrates</b> ⇒	Prepares for use; adjusts or sets for proper use or functioning.
<b>Checks</b> ⇒	Compares with a reference, prescribed procedures/guidelines, or plans/drawings for compliance by firsthand observation.
<b>Completes</b> ⇒	Finishes the task with confidence and little or no hesitation nor prompting.
<b>Computes</b> ⇒	Determines by mathematical or statistical processes.
<b>Confirms</b> ⇒	Insures the accuracy of, consistency of, or completeness of; verifies the quality, performance or execution of; makes sure or certain that.
<b>Corrects</b> ⇒	Eliminates errors or defects.
<b>Defines</b> ⇒	States the limits of; gives the distinguishing characteristics of.
<b>Demonstrates</b> ⇒	Exhibits; shows; displays; reveals; makes evident.
<b>Describes</b> ⇒	Gives an account in words that create a visual image in the minds of others.
<b>Enters</b> ⇒	Records; writes down in a report, diary, log, or list; to make an entry of; places on a spreadsheet or database.
<b>Establishes</b> ⇒	Sets up or creates methods, procedures, or criteria.
<b>Explains</b> ⇒	Provides sufficient information/evidence to demonstrate a good understanding of the nature of short references or procedures with limited/little prompting(1 or no cue or reminder).
<b>Explains in general terms</b> ⇒	Provides sufficient information/evidence to demonstrate a broad understanding of the nature of lengthy references or procedures with 3 or less prompts (cues or reminders).
<b>Insures</b> ⇒	Makes sure or certain that; guarantees; verifies the quality, performance or execution of; confirms the accuracy of, consistency of, or completeness of.

<b>Interprets ⇒</b>	Understands the meaning of; gives or explains the meaning to others.
<b>Investigates ⇒</b>	Examines; investigates; measures; tests; inquires into methodically; probes.
<b>Lists ⇒</b>	Enumerates; itemizes.
<b>Locates ⇒</b>	Finds.
<b>Maintains ⇒</b>	Updates, modifies, or changes routinely; insures that equipment will function properly, readily and easily without much effort and time by storing, caring for, and calibrating it correctly.
<b>Performs ⇒</b>	Completes the task with confidence and little or no hesitation nor prompting by others.
<b>Plots ⇒</b>	Graphically or pictorially shows or displays information and numerical data such as elevations, dimensions, directions, etc.
<b>Probes ⇒</b>	Examines; investigates; measures; tests; inquires into methodically; investigates.
<b>Reads ⇒</b>	Interprets; understands the meaning of; gives or explains the meaning to others.
<b>Recognizes ⇒</b>	Identifies visually or based on testing
<b>Selects ⇒</b>	Chooses or decides on one, or a few from several possibilities.
<b>Serves as ⇒</b>	Acts in the same capacity as and with the same authority as.
<b>Solves ⇒</b>	Demonstrates correct usage of knowledge, skills, abilities, information or procedures in a given situation.
<b>Uses ⇒</b>	Regularly utilizes or takes advantage of information available or contained in a reference.
<b>Verifies ⇒</b>	Confirms firsthand the accuracy of, consistency of, or completeness of; makes certain that.