

ACTION AND POWER VERBS

Describing your 4-H work isn't easy. To help you, here is a list of action and power verbs. The purpose of using them is to show others that you have gotten things done. Begin the entries in your 4-H portfolio with an action or power verb: **assisted** 4-H'ers with..., **supervised** clean-up committee..., **sold** ice cream at 4-H booth..., **wrote, created, greeted**, etc.

A-B

accompanied accomplished achieved acquired acted activated actuated adapted
added addressed adhered adjusted administered admitted adopted advanced
advertised advised aided allocated altered amended amplified analyzed answered
anticipated appointed appraised approached approved arbitrated arranged
ascertained asked assembled assigned assumed assessed assisted attained
attracted audited augmented authored awarded broadened built

C

calculated captured carried out cast chaired changed checked chose circulated
clarified classified cleared closed co-authored collaborated collected combined
committed communicated compared compiled completed composed computed
concluded condensed conducted conferred consolidated constructed consulted
contracted contrasted contributed contrived controlled converted convinced
coordinated corrected corresponded counseled counted created critiqued

D

decided decentralized decreased deferred defined delegated delivered
demonstrated described designated designed developed devised devoted directed
disclosed discounted discovered displayed dissembled distinguished distributed
drafted

E

earned edited elected eliminated encouraged enhanced enriched entered
entertained established estimated evaluated examined exceeded exchanged
executed exempted exercised expanded expedited explained exposed extended

F-H

facilitated familiarized fashioned fielded figured financed fit focused forecasted
formalized formed formulated fortified found founded framed fulfilled functioned
furnished gained gathered gauged gave generated governed graded granted
greeted grouped guided handled headed hired hosted



I

identified illustrated implemented improved improvised increased influenced
informed initiated inspired installed instilled instructed insured interviewed
introduced invented inventoried invested investigated invited involved isolated
issued

J-M

joined judged launched lectured led maintained managed maximized measured
mediated merchandised merged met minimized modeled moderated motivated

N-O

named narrated noticed observed obtained offered opened operated orchestrated
ordered organized oriented oversaw

P

participated performed placed planned prepared presented preserved presided
prevented produced prompted proposed proved provided publicized

Q-R

quoted raised ranked rated read received recommended recovered recruited
reduced referred refined related remedied reorganized replaced repaired
reported represented requested researched responded retained retrieved revealed
reviewed revised rewarded

S

saved scheduled screened secured selected sent served serviced settled shaped
showed sold solved spearheaded spoke spread stimulated strengthened stressed
studied suggested summarized superseded supervised supported surpassed
surveyed

T-W

tabulated targeted taught took traded trained translated transported traveled
treated tripled undertook united updated used utilized verified viewed visited
welcomed won worked wrote

