## A LIST OF 246 SKILLS AS VERBS

achieving acting adapting addressing administering advising analyzing anticipating arbitrating arranging ascertaining assembling assessing attaining auditing budgeting building calculating charting checking classifying coaching collecting communicating compiling completing composing computing conceptualizing conducting conserving consolidating constructing controlling coordinating coping counseling creating deciding defining delivering designing detailing detecting determining developing devising diagnosing digging directing

discovering dispensing displaying disproving dissecting distributing diverting dramatizing drawing driving editing eliminating empathizing enforcing establishing estimating evaluating examining expanding experimenting explaining expressing extracting filing financing fixing following formulating founding gathering generating getting giving quiding handling having responsibility heading helping hypothesizing identifying illustrating imagining implementing improving improvising increasing influencing informing initiating

innovating inspecting inspiring installing instituting instructing integrating interpreting interviewing intuiting inventing inventorying investigating judging keeping leading learning lecturing lifting listening logging maintaining making managing manipulating mediating meeting memorizing mentoring modeling monitoring motivating navigating negotiating observing obtaining offering operating ordering organizing originating overseeing painting perceiving performing persuading photographing piloting planning playing

predicting preparing prescribing presenting printing problem solving processing producing programming projecting promoting proofreading protecting providing publicizing purchasing questioning raising reading realizing reasoning receiving recommending reconciling recording recruiting reducing referring rehabilitating relating remembering rendering repairing reporting representing researching resolving responding restoring retrieving reviewing risking scheduling selecting selling sensing separating serving setting setting-up

sewina shaping sharing showing singing sketchina solvina sorting speaking studying summarizing supervising supplying symbolizing synergizing synthesizing systematizing taking instructions talking teaching team-building telling tending testing & proving training transcribing translating traveling treating troubleshooting tutoring typing umpiring understanding understudying undertaking unifying uniting upgrading using utilizing verbalizing washing weighing winning working writing