## A LIST OF 246 SKILLS AS VERBS

achieving advising ascertaining budgeting classifying completing conserving coping deliverina developing discovering distributing editina estimating explaining fixing generating having responsibility illustrating increasing inspecting integrating inventorying learning maintaining meetina motivating offerina overseeing photographing preparing processing proofreading auestionina receiving reducing rendering resolvina risking separating shaping solvina supervising systematizing telling translating typing unifying verbalizing writina

acting analyzing assembling building coaching composing consolidating counseling desianina devising dispensing diverting eliminating evaluating expressing following getting heading imagining influencing inspiring interpreting investigating lecturing making memorizina navigating operating painting piloting prescribing producing protecting raising recommending referring repairing responding scheduling serving sharing sortina supplying taking instructions tending traveling umpiring uniting washing

adapting anticipating assessing calculating collectina computing constructing creating detailing diagnosing displaying dramatizing empathizing examining extracting formulating giving helpina implementing informing installing interviewing judging lifting managing mentorina negotiating ordering perceiving planning presenting programming providing reading reconciling rehabilitating reporting restorina selecting setting showing speaking symbolizing talking testing & proving treating understanding upgrading weighing

addressing arbitrating attaining charting communicating conceptualizing controlling deciding detectina digging disproving drawing enforcina expanding filina founding quiding hypothesizing improving initiating instituting intuitina keeping listening manipulating modelina observing organizing performing playing printing projecting publicizing realizing recording relating representing retrievina selling setting-up singing studying synergizing teaching training trouble-shooting understudying using winning

administering arranging auditing checking compiling conducting coordinating defining determinina directing dissecting driving establishing experimenting financing gathering handling identifvina improvising innovating instructing inventina leading logging mediating monitoring obtaining originating persuading predicting problem solving promoting purchasing reasoning recruiting remembering researching reviewina sensing sewing sketching summarizing synthesizing team-building transcribing tutorina undertaking utilizing working