

English for Career Development

General Verbs- Action Verbs

DO or MAKE	TALK or WRITE
create develop prepare founded operate achieve change decrease improve increase reduce	correspond (with someone) draft edit generate negotiate(something with someone) promote

READ or RESEARCH	LEAD or ORGANIZE
analyze (data) collect evaluate identify calculate compute	administer (something/a program) arrange coordinate manage organize

HELP
adapt advise assist (someone, in something) communicate (with someone) facilitate