## Use of Useful Verbs to assist you in writing your goals

### Analysis Verbs
- analyze
- appraise
- calculate
- categorize
- compare
- contrast
- Criticize
- debate

### Application Verbs
- alter
- apply
- calculate
- change
- choose
- collect
- demonstrate

### Comprehension Verbs
- arrange
- classify
- compute
- describe
- discuss
- explain
- express

### Evaluation Verbs
- appraise
- argue
- assess
- challenge
- choose
- compare
- conclude

### Knowledge Verbs
- cite
- copy
- count
- define
- draw
- duplicate
- identify
## Synthesis Verbs

<table>
<thead>
<tr>
<th>arrange</th>
<th>generate</th>
<th>plan</th>
<th>rewrite</th>
</tr>
</thead>
<tbody>
<tr>
<td>assemble</td>
<td>integrate</td>
<td>prepare</td>
<td>set up</td>
</tr>
<tr>
<td>collect</td>
<td>manage</td>
<td>prescribe</td>
<td>simplify</td>
</tr>
<tr>
<td>compose</td>
<td>modify</td>
<td>propose</td>
<td>structure</td>
</tr>
<tr>
<td>construct</td>
<td>order</td>
<td>rearrange</td>
<td>synthesize</td>
</tr>
<tr>
<td>create</td>
<td>organize</td>
<td>recombine</td>
<td>systematize</td>
</tr>
<tr>
<td>design</td>
<td>paraphrase</td>
<td>restructure</td>
<td>vary</td>
</tr>
<tr>
<td>formulate</td>
<td>perform</td>
<td>revise</td>
<td>write</td>
</tr>
</tbody>
</table>

## Useful Verbs to assist you in writing your goals - Grouped into Activities

### Management and Leadership Activities

<table>
<thead>
<tr>
<th>accelerate</th>
<th>conceive</th>
<th>familiarize</th>
<th>present</th>
</tr>
</thead>
<tbody>
<tr>
<td>achieve</td>
<td>conduct</td>
<td>inform</td>
<td>preside</td>
</tr>
<tr>
<td>administer</td>
<td>coordinate</td>
<td>initiate</td>
<td>protect</td>
</tr>
<tr>
<td>anticipate</td>
<td>create</td>
<td>institute</td>
<td>recommend</td>
</tr>
<tr>
<td>assist</td>
<td>delegate</td>
<td>instruct</td>
<td>regulate</td>
</tr>
<tr>
<td>arrange</td>
<td>design</td>
<td>intervene</td>
<td>represent</td>
</tr>
<tr>
<td>articulate</td>
<td>develop</td>
<td>invent</td>
<td>resolve</td>
</tr>
<tr>
<td>assign</td>
<td>direct</td>
<td>investigate</td>
<td>shape</td>
</tr>
<tr>
<td>attain</td>
<td>earn</td>
<td>manage</td>
<td>solve</td>
</tr>
<tr>
<td>author</td>
<td>effect</td>
<td>master</td>
<td>specify</td>
</tr>
<tr>
<td>chair</td>
<td>employ</td>
<td>organize</td>
<td>supervise</td>
</tr>
<tr>
<td>coach</td>
<td>execute</td>
<td>oversee</td>
<td>plan</td>
</tr>
</tbody>
</table>

### Teamwork and Interpersonal Activities

<table>
<thead>
<tr>
<th>accommodate</th>
<th>convene</th>
<th>foster</th>
<th>negotiate</th>
</tr>
</thead>
<tbody>
<tr>
<td>anticipate</td>
<td>coordinate</td>
<td>inform</td>
<td>participate</td>
</tr>
<tr>
<td>arrange</td>
<td>delegate</td>
<td>initiate</td>
<td>represent</td>
</tr>
<tr>
<td>assist</td>
<td>elicit</td>
<td>interview</td>
<td>resolve</td>
</tr>
<tr>
<td>brief</td>
<td>employ</td>
<td>introduce</td>
<td>respond</td>
</tr>
<tr>
<td>clarify</td>
<td>encourage</td>
<td>inquire</td>
<td>shape</td>
</tr>
<tr>
<td>coach</td>
<td>enlist</td>
<td>instruct</td>
<td>share</td>
</tr>
<tr>
<td>collaborate</td>
<td>exchange</td>
<td>interpret</td>
<td>solicit</td>
</tr>
<tr>
<td>communicate</td>
<td>explain</td>
<td>mediate</td>
<td></td>
</tr>
<tr>
<td>contact</td>
<td>facilitate</td>
<td>motivate</td>
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</table>

### Teaching and Training Activities

<table>
<thead>
<tr>
<th>advise</th>
<th>critique</th>
<th>inform</th>
<th>present</th>
</tr>
</thead>
<tbody>
<tr>
<td>aid</td>
<td>demonstrate</td>
<td>instruct</td>
<td>review</td>
</tr>
<tr>
<td>assign</td>
<td>develop</td>
<td>investigate</td>
<td>schedule</td>
</tr>
<tr>
<td>coach</td>
<td>educate</td>
<td>lecture</td>
<td>support</td>
</tr>
<tr>
<td>collaborate</td>
<td>encourage</td>
<td>mentor</td>
<td>teach</td>
</tr>
<tr>
<td>communicate</td>
<td>evaluate</td>
<td>organize</td>
<td>train</td>
</tr>
<tr>
<td>conduct</td>
<td>facilitate</td>
<td>outline</td>
<td></td>
</tr>
<tr>
<td>counsel</td>
<td>implement</td>
<td>prepare</td>
<td></td>
</tr>
</tbody>
</table>
## Analytical Activities
- activate
- analyze
- assess
- calculate
- code
- compile
- define
- design
- develop
- draft
- evaluate
- examine
- extract
- formulate
- gather
- implement
- inspect
- install
- monitor
- observe
- program
- regulate
- solve
- support
- synthesize
- test
- translate
- update

## Research and Writing Activities
- address
- analyze
- annotate
- appraise
- appraise
- assess
- author
- brief
- calculate
- catalogue
- categorize
- chart
- clarify
- code
- collect
- compare
- compile
- compose
- compute
- conduct
- consolidate
- correspond
- create
- critique
- define
- derive
- devise
- design
- determine
- develop
- diagnose
- direct
- discover
- dispense
- display
- distribute
- draft
- edit
- estimate
- evaluate
- examine
- expand
- exhibit
- explore
- forecast
- formulate
- gather
- identify
- illustrate
- inspect
- interpret
- interview
- inventory
- investigate
- measure
- model
- outline
- observe
- obtain
- predict
- present
- process
- produce
- publish
- question
- record
- regulate
- report
- research
- review
- revise
- solve
- study
- summarize
- survey
- synthesize
- test

## Public Relations Activities
- advertise
- advocate
- communicate
- contact
- coordinate
- correspond
- deliver
- develop
- dispense
- disseminate
- earn
- exhibit
- facilitate
- formulate
- increase
- introduce
- inventory
- lobby
- maintain
- market
- promote
- publicize
- recommend
- recruit
- schedule
- sell
- shape
- survey

## Administrative Activities
- accelerate
- administer
- approve
- arrange
- assemble
- assess
- brief
- catalogue
- collect
- contact
- coordinate
- correspond
- distribute
- edit
- enforce
- execute
- identify
- institute
- inventory
- locate
- maintain
- monitor
- oversee
- respond
- schedule
- summarize
- supervise
- update
- verify
### Useful Verbs

#### Financial Activities

<table>
<thead>
<tr>
<th>account</th>
<th>compute</th>
<th>insure</th>
<th>reproduce</th>
</tr>
</thead>
<tbody>
<tr>
<td>acquire</td>
<td>conduct</td>
<td>master</td>
<td>respond</td>
</tr>
<tr>
<td>activate</td>
<td>define</td>
<td>monitor</td>
<td>search</td>
</tr>
<tr>
<td>administer</td>
<td>deliver</td>
<td>operate</td>
<td>share</td>
</tr>
<tr>
<td>analyze</td>
<td>derive</td>
<td>process</td>
<td>simulate</td>
</tr>
<tr>
<td>apply</td>
<td>design</td>
<td>program</td>
<td>solve</td>
</tr>
<tr>
<td>appraise</td>
<td>determine</td>
<td>protect</td>
<td>test</td>
</tr>
<tr>
<td>assess</td>
<td>develop</td>
<td>provide</td>
<td>train</td>
</tr>
<tr>
<td>audit</td>
<td>devise</td>
<td>publish</td>
<td>translate</td>
</tr>
<tr>
<td>brief</td>
<td>draft</td>
<td>purchase</td>
<td>tutor</td>
</tr>
<tr>
<td>calculate</td>
<td>estimate</td>
<td>quantify</td>
<td>update</td>
</tr>
<tr>
<td>catalogue</td>
<td>formulate</td>
<td>record</td>
<td>write</td>
</tr>
<tr>
<td>categorize</td>
<td>implement</td>
<td>reduce</td>
<td></td>
</tr>
<tr>
<td>code</td>
<td>inspect</td>
<td>repair</td>
<td></td>
</tr>
<tr>
<td>compile</td>
<td>install</td>
<td>report</td>
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</tbody>
</table>

For more information, visit the FEMA Employee Performance Management Program (EPMP) web site linked from [http://on.fema.net/employee_tools/Pages/default.aspx](http://on.fema.net/employee_tools/Pages/default.aspx) or email [FEMA-Performance-Management@fema.gov](mailto:FEMA-Performance-Management@fema.gov)