

Established

Expanded

Expedited

Facilitated

Found

Generated

Planned

Pinpointed

Prepared

Produced

Programmed

Proficient in

Used

Won

Wrote

Proved

Provided

Proposed

## Helpful Tools for the Author

### **Concrete Nouns and Positive Modifiers**

Specifically Words that convey action and competency:

Ability	Actively	Proficient
Capacity	Substantially	Competent
Competence	Pertinent	Technical
Consistent	Qualified	Versatile
Effectiveness	Resourceful	Vigorous

### **Action Verbs**

Accelerated	Increased	Purchased
Accomplished	Influenced	Recommended
Achieved	Implemented	Reduced
Adapted	Initiated	Reinforced
Administrated	Instructed	Reorganized
Analyzed	Interpreted	Revamped
Approved	Improved	Revised
Conceived	Inspected	Reviewed
Conducted	Launched	Scheduled
Completed	Led	Simplified
Controlled	Lectured	Set up
Coordinated	Maintained	Solved
Created	Managed	Structured
Delegated	Mastered	Streamlined
Demonstrated	Motivated	Supervised
Designed	Operated	Supported
Developed	Ordered	Surpassed
Directed	Originated	Taught
Earned	Organized	Trained
Eliminated	Participated	Translated
Evaluated	Performed	Utilized