

Action Words

achieved	defined	increased	
adapted	delegated	indexed	recommended
administered	demonstrated	initiated	recruited
advised	designed	inspected	reorganized
advocated	determined	installed	reported
allocated	developed	instituted	represented
analyzed	devised	instructed	researched
approved	disseminated	integrated	resolved
arbitrate	directed	interviewed	revised
argued	drafted	invented	
arranged		investigated	settled
assessed	edited	led	scheduled
assisted	effected	licensed	solved
	enforced	litigated	strengthened
calculated	enlarged		summarized
catalogued	established	maintained	supervised
chaired	evaluated	managed	
challenged	examined	mobilized	trained
communicated	executed	moderated	translated
compiled	expanded	motivated	
completed	expedited	negotiated	unified
complied	exposed	operated	
conceived		organized	verified
conducted	facilitated	originated	
constructed	financed		won
consulted	formed	participated	wrote
contracted	formulated	performed	
controlled	founded	planned	
converted		predicted	
convicted	generated	prepared	
coordinated	grouped	presented	
counseled	guided	produced	
created	headed	proposed	
		prosecuted	
	implemented	provided	
defended	improved		

Words often misspelled:

appellate
committed/commitment
constitutional
criterion (pl. criteria)
alumnus (pl. alumni)
alumna (pl. alumnae)
cum laude
memorandum (pl. -dums or -da)
precede/proceed

Words often misused:

affect/effect
capital/capitol
complement/compliment
council/counsel
Juris Doctor (not Doctorate)
oriented (not orientated)
perspective/prospective
regardless/irregardless
advice/advise

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