

Power Words

➤ A

Accelerated	expedited, hastened, stepped up
Accomplished	achieved, attained, reached, realised
Achieved	accomplished, attained, reached, realised
Acquired	gained, secured, procured, obtained
Adapted	acclimated, accommodated, adjusted, suited
Addressed	applied, approached, directed, focused
Administered	administrated, dealt, directed, dispensed, executed, governed, headed, managed
Advised	acquainted, apprised, counselled, educated, enlightened, informed, notified, recommended
Analysed	dissected, examined, inspected, investigated, resolved
Applied	addressed, employed, exercised, implemented, utilised
Appointed	designated, named, nominated
Approved	adopted, accepted, affirmed, confirmed, ratified
Arranged	classified, co-ordinated, integrated, marshalled, negotiated, ordered prepared, scheduled, systematised
Assessed	evaluated, gauged, judged
Assigned	allocated, allotted, appointed, meted, posted, stationed
Assisted	abetted, aided
Attained	accomplished, achieved, gained, reached, realised
Audited	examined, inspected
Augmented	amplified, expanded, extended, magnified, multiplied
Authored	penned, published

➤ B

Bought	acquired, purchased
Broadened	expanded, extended, widened
Built	assembled, constructed, established, fabricated, forged, heightened, manufactured, multiplied, produced

➤ C

Calculated	appraised, assessed, computed, evaluated, enumerated, gauged, tallied
Centralised	concentrated, focused
Clarified	cleared, elucidated, illuminated
Collaborated	co-operated
Completed	consummated, concluded
Composed	collected, constituted, contained, controlled, produced
Conceived	comprehended, envisioned, originated
Conducted	conveyed, directed, guided, managed, operated, steered, supervised
Consolidated	abbreviated, reduced
Consulted	advised, conferred, parleyed
Contracted	bargained, engaged, pledged, undertook
Contributed	donated, partook, subscribed
Controlled	directed, dominated, governed, ruled, regulated
Converted	persuaded, transformed, translated, transposed
Co-ordinated	arranged, attuned, integrated, unified

Corrected	amended, disciplined, rectified, remedied
Created	composed, constituted, engendered, established, founded, generated, instituted, organised, started
Cultivated	encouraged, fostered, produced, promoted
Cut	curtailed, diluted, lowered, reduced, slashed

➤ D

Decreased	abated, diminished, lessened, reduced
Defined	created, established
Delivered	administrated, furnished, provided, transferred
Demonstrated	authenticated, confirmed, corroborated, displayed, established, exhibited, validated
Designated	allocated, appointed, appropriated, characterised, earmarked, named, nominated, indicated, specified
Designed	contrived, devised, mapped, planned, projected
Determined	arbitrated, ascertained, conclude, discovered, resolved
Developed	evolved, formed, generated, produced
Devised	charted, contrived, designed, formulated, invented
Directed	administered, commanded, conducted, controlled, devoted, focused, guide, instructed, managed, operated, supervised
Discovered	ascertained, determined
Distributed	arranged, classified, dispersed, organised
Documented	communicated, described, reported

➤ E

Earned	gained, merited, realised, yielded
Edited	created, reviewed
Effected	caused, engendered, executed, implemented, induced, invoked, produced
Eliminated	eradicated, omitted, removed
Employed	applied, exercised, implemented, retained, utilised
Enforced	effected, executed, implemented, invoked
Engineered	designed, devised, formulated, planned
Established	authenticated, confirmed, created, founded, installed, instituted, organised
Evaluated	appraised, assessed, calculated, gauged
Examined	analysed, inspected, investigated, scrutinised
Executed	administered, fulfilled, implemented, performed
Exercised	exerted, executed, fulfilled, implemented, performed, practiced, utilised
Expanded	amplified, augmented, broadened, developed, extended, magnified
Expedited	accelerated, facilitated, hastened
Extracted	culled, garnered, gathered

➤ **F**

Financed	backed, capitalised, funded, subscribed
Forecasted	predicted, projected
Formed	composed, developed, modelled, shaped
Formulated	devised, drafted, expressed, fabricated, invented
Found	constitute, create, establish, institute, locate, originate, pin-pointed
Founded	constitute, create, established, instituted, organised
Fulfilled	executed, exercised, implemented, performed

➤ **G**

Generated	created, developed, engendered, produced, spawned
Guided	conducted, directed, escorted, piloted

➤ **H**

Handled	manipulated, marketed, merchandised, operated, retailed, vended
Hired	chartered, employed, engaged, leased, retained

➤ **I**

Identified	associated, linked, recognised
Implemented	applied, actuated, employed, enforced, executed, exercised, fulfilled, invoked, utilised
Improved	amended, bettered, meliorated
Improvised	extemporised
Increased	accrued, amplified, augmented, developed, enlarged, expanded, extended, heightened, magnified
Influenced	impacted, impressed, swayed
Initiated	commenced, embarked, instituted, introduced, launched, originated, undertook
Inspired	inspirited, motivated, prompted, provoked, stimulated
Instigated	excited, inspired, motivated, prompted, provoked, stimulated
Instituted	constituted, created, established, initiated, originated, organised
Instructed	commanded, directed, educated, trained
Insured	certified, guaranteed
Integrated	co-ordinated, embodied, incorporated
Interpreted	executed, explained, illustrated
Interviewed	assessed, evaluated
Introduced	initiated, instituted, launched
Invented	devised, formulated
Investigated	analysed, examined, inspected, researched

➤ **L**

Launched	commenced, embarked, inaugurated, initiated, instituted, introduced, undertook
Led	commanded, conducted, guided
Located	positioned, situated

➤ **M**

Maintained	asserted, supported
Managed	administered, conducted, directed, headed, operated, supervised
Marketed	handled, retailed, vended
Mediated	arbitrated
Mobilised	impelled, propelled
Modified	altered, changed, varied
Monitored	managed, regulated, supervised
Motivated	encouraged, incited, inspired, stimulated

➤ **N**

Negotiated	arranged, settled
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➤ **O**

Obtained	acquired, gained, procured, secured
Operated	conducted, handled, managed, supervised
Ordered	arranged, commanded, instructed, organised
Organised	constituted, created, established, founded, instituted, ordered, originated, started
Originated	commenced, constituted, created, established, founded, initiated, introduced, instituted, launched, organised, started

➤ **P**

Participated	engaged, indulged, partook
Performed	enacted, executed, implemented, presented
Pin-pointed	identified, located, recognised
Pioneered	authored, created, developed, founded
Planned	charted, designed, devised, projected
Prepared	arranged, readied, scheduled
Presented	awarded, bestowed, enacted, extended, granted, offered, performed, tendered, volunteered
Processed	prepared, scheduled
Procured	acquired, gained, obtained, secured
Produced	constructed, created, cultivated, developed, earned, engendered, forged, generated, induced, manufactured, realised, yielded
Programmed	slated, scheduled
Projected	designed, devised, planned
Proposed	designed, intended, offered, submitted, suggested
Proved	confirmed, demonstrated, established
Provided	afforded, delivered, furnished, offered, supplied
Published	authored, announced, issued
Purchased	acquired, bought, procured

➤ R

Recommended	advised, commended, complimented, counselled, endorsed
Reconciled	accommodated, co-ordinated, integrated, resolved
Recruited	enlisted, enrolled
Redesigned	reworked
Reduced	curtailed, decreased, demoted, depreciated, diminished, lessened, lowered
Regulated	adjusted, controlled, governed
Reorganised	reassembled
Represented	depicted, embodied, epitomised, exemplified, illustrated, personified, portrayed, symbolised, typified
Researched	delved, explored, inquired, investigated, studied
Resolved	analysed, concluded, deciphered, determined, dissected, explained, reconciled, rectified, settled, solved
Restored	reinstated, revived, reconstructed, rejuvenated, renovated, returned
Reviewed	critiqued, epitomised, reconsidered, summarised
Revised	amended, corrected, improved, revamped
Revitalised	re-kindled, resurrected, revived, reactivated

➤ S

Scheduled	arranged, prepared, programmed, slated
Secured	acquired, captured, gained, guaranteed, obtained, pledged, procured, warranted
Served	attended, availed, benefited, ministered, profited, suited
Set up	constitute, create, erected, established founded, instituted, organised, started
Sold	convinced, handled, induced, marketed, merchandised, persuaded, retailed, vended
Solved	deciphered, explained, resolved, unravelled
Specified	cited, designated, detailed, indicated, stipulated
Sponsored	supported
Staffed	equipped, furnished, provided
Stimulated	activated, aroused, encouraged, energised, excited, galvanised, inspired, motivated, provoked, stirred
Strengthened	confirmed, fortified, reinforced, toughened
Structured	built, constructed, produced
Studied	considered, examined, researched, scrutinised
Suggested	indicated, offered, proposed, submitted
Summarised	abstracted, epitomised, recapped, reviewed
Supervised	conducted, directed, managed, operated, reviewed
Surveyed	examined, observed

➤ **T**

Taught
Terminated

disciplined, educated, instructed, trained, tutored
ceased, completed, concluded, consummated, discontinued, ended, finished,
suspended

Tested
Trained
Translated

experimented, examined, proved
disciplined, educated, instructed, taught
commuted, construed, converted, paraphrased, restated, reworked,
transferred, transformed

➤ **U**

Undertook

assumed, commenced, contracted, engaged, incurred, inaugurated, initiated,
launched, offered

Unified
Utilised

co-ordinated, integrated, orchestrated
applied, exercised, implemented, practiced

➤ **V**

Verified

attested, confirmed, justified, proved, substantiated, validated

➤ **W**

Won

acquired, captured, deserved, earned, gained, merited, obtained, procured,
secured

Wrote

authored, composed, created, penned, produced, published