



## Word Bank

### Skills

Advising  
 Advocating  
 Coaching  
 Counselling  
 Explaining  
 Listening  
 Mediating  
 Recommending

Interviewing  
 Leading  
 Managing  
 Motivating  
 Recruiting  
 Supporting  
 Supervising  
 Training

Administering  
 Arranging  
 Assembling  
 Co-ordinating  
 Organising  
 Preparing  
 Project Managing  
 Planning

Analysing  
 Assessing  
 Diagnosing  
 Editing  
 Evaluating  
 Interpreting  
 Investigating  
 Reviewing

Arbitrating  
 Judging  
 Negotiating  
 Predicting  
 Prioritising  
 Proposing  
 Resolving  
 Solving

Auditing  
 Budgeting  
 Estimating  
 Forecasting  
 Identifying  
 Modelling  
 Measuring  
 Monitoring

Creating  
 Designing  
 Discovering  
 Developing  
 Innovating  
 Inventing  
 Piloting  
 Visualising

Communicating  
 Presenting  
 Projecting  
 Promoting  
 Publicising  
 Speaking  
 Translating  
 Writing

Acquiring  
 Buying  
 Merchandising  
 Ordering  
 Producing  
 Purchasing  
 Selling  
 Trading

Compiling  
 Filing  
 Finishing  
 Inspecting  
 Integrating  
 Operating  
 Repairing  
 Testing

### Strengths

Conscientious  
 Dedicated  
 Dependable  
 Determined  
 Genuine  
 Honest  
 Loyal  
 Sincere

Astute  
 Caring  
 Constructive  
 Compassionate  
 Empathetic  
 Thoughtful  
 Understanding  
 Warm

Energetic  
 Enthusiastic  
 Inspirational  
 Influential  
 Motivational  
 Optimistic  
 Persuasive  
 Positive

Challenging  
 Committed  
 Confident  
 Decisive  
 Enterprising  
 Independent  
 Persistent  
 Risk-taker

Calm  
 Fair  
 Reliable  
 Sensible  
 Patient  
 Realistic  
 Self-reliant  
 Supportive

Adaptable  
 Conciliatory  
 Flexible  
 Pragmatic  
 Proactive  
 Responsive  
 Tolerant  
 Versatile

Accurate  
 Analytical  
 Concise  
 Consistent  
 Logical  
 Objective  
 Precise  
 Systematic

Articulate  
 Creative  
 Imaginative  
 Innovative  
 Inventive  
 Perceptive  
 Resourceful  
 Sensitive

Approachable  
 Consultative  
 Diplomatic  
 Discreet  
 Friendly  
 Gregarious  
 Helpful  
 Tactful



## Action Words

Built  
Created  
Constructed  
Established  
Generated  
Initiated  
Installed  
Instigated  
Launched  
Started

Coached  
Controlled  
Directed  
Drove  
Instructed  
Led  
Managed  
Mentored  
Piloted  
Supervised

Achieved  
Attained  
Completed  
Gained  
Increased  
Obtained  
Reached  
Realised  
Succeeded  
Won

Accelerated  
Built  
Corrected  
Expanded  
Honed  
Improved  
Increased  
Optimised  
Raised  
Reformed

Changed  
Converted  
Enhanced  
Improved  
Modernised  
Rectified  
Redesigned  
Replaced  
Restructured  
Transitioned

Encouraged  
Energised  
Drove  
Inspired  
Motivated  
Persuaded  
Promoted  
Propelled  
Revitalised  
Spurred

Analysed  
Assessed  
Calculated  
Evaluated  
Identified  
Interpreted  
Investigated  
Probed  
Researched  
Studied

Augment  
Improved  
Developed  
Enhanced  
Enlarged  
Raised  
Refined  
Restored  
Strengthened  
Upgraded

## Describing Words

Accomplished  
Considerable  
Extraordinary  
Outstanding  
Substantial  
Superlative  
Compelling  
Significant  
Experienced  
First-rate

Strong  
Good  
Sound  
Highly  
Superb  
Solid  
Adept  
Expert  
Adroit  
Gifted

Effective  
Excellent  
Efficient  
Valuable  
Robust  
Capable  
Useful  
Able  
Pivotal  
Crucial

Exceptional  
Competent  
Impressive  
Exemplary  
Phenomenal  
Proficient  
Vigorous  
Thorough  
Powerful  
Talented