

Applied Physics and Measurement Engineering Department
ACTION VERBS & POWER WORDS – S4 2022
 How to describe your duties and achievements in the jobs you have had?

1. You are right to be wary of the verbs make and do!

From this indicator of nuances, try to classify the terms shown by the teacher

• do describe an activity	• make expresses a result
<i>I need to do more exercise</i>	<i>I'm sorry. We made a mistake</i>

a mistake	damage	your best
a good job	a decision	exercise
a good turn	research	a phone call
money	a speech	a favour
a deal	nothing	noise
an appointment	the right thing	plans
sense	a suggestion	reservations
harm	an effort	what you can
work	your duty	an excuse

<i>do</i>	<i>make</i>

References

Marquardt, Anne-kathrin. *Exercices Pratiques Pour Mieux Rédiger En Anglais Dans Le Supérieur B2-C1*. Paris: Ellipses, 2019. Print.

Thibaudeau, Sandra, Michelle Fayet, and About Pascale. *Écrire En Anglais Professionnel*. Paris: Dunod, 2014. Print. Efficacité Professionnelle.

Weblinks

<http://anglais-pratique.fr/index.php/rubriques/faux-amis/62-achever-achieve#top>

<http://www.college.ucla.edu/personnel/jobdesc/funcverbs.asp>

<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

2. Check these lists of power words and actions verbs to describe your responsibilities in general or details terms

to be in charge of (+ noun / + vb-ing) / to be responsible for (+ noun / + vb-ing) => être responsable de ..

General action	
achieve: réaliser	introduce: présenter, mettre en place
analyse: analyser	organize: organiser
develop: développer	initiate: être à l'origine de
set up: créer, établir	target: cibler
demonstrate: faire preuve de	evaluate, assess: évaluer
set goals: fixer des objectifs	complete : terminer
Action verbs to give details of your tasks	
adapt: adapter adjust: régler assist: aider assess: évaluer attend (a meeting): assister à une réunion build: construire carry out: effectuer classify: classer collect: collecter conduct: mener, diriger control: contrôler define: définir design: concevoir determine : déterminer eliminate: éliminer examine : examiner file: classer handle: manipuler / s'occuper de / gérer help: aider identify: identifier implement: mettre en oeuvre improve: améliorer inspect: inspecter install: installer investigate: étudier launch: lancer liaison with: travailler en collaboration avec maintain: entretenir	manage : gérer, diriger monitor: contrôler operate: faire fonctionner perform: réaliser, effectuer permit: autoriser (permettre) plan: planifier prepare: préparer present: soumettre prioritize: définir des priorités produce: produire process: traiter programme: programmer provide: fournir put into practice: mettre en pratique record: enregistrer, noter realize (sthg): se rendre compte de refine: perfectionner reduce: réduire repair: réparer report (to): faire un rapport, rendre compte (à) review: passer en revue solve: résoudre sort out: trier streamline: rationaliser strengthen: renforcer supervise: surveiller, superviser update: mettre à jour write: écrire

3. Fill in the gaps with the appropriate complements from the list below: a report / samples / a plan / survey / a task / data / a problem / cash / deadlines

to solve	to meet	to prepare
to perform	to implement	to conduct
to write	to handle	to analyse (analyze)

4. Check out the websites given on [Moodle about Action verbs](#) to learn how to use a varied and appropriate vocabulary (UCLA College among others).