
4-H'ers,

When compiling your portfolio, you want to DESCRIBE to the judges what you have done during the year in your project area. You should use action verbs in your portfolio because they make sentences and statements more concise. Since concise writing is easier for readers to understand, it is more reader centered. Because reader-centered writing is generally more persuasive, action verbs are more convincing than non-action verbs. Read below to see the difference between using non-action verbs and action verbs. Then use the list to get an idea of action verbs. Try not to use the same verb over and over in one section of your portfolio. Look at the _____ sheet in this workbook for examples of using action verbs to be more descriptive.

Was the teen leader of a team of six for Challenge Bowl

Led a team of six 4-H'ers for Challenge Bowl

The description using a non-action verb is less concise. It contains twelve words, and it focuses action on a form of the verb (was).

The description using an action verb is more concise. It contains nine words, and it focuses action on an action verb (led). Because concise writing is easier for readers to understand, the description using an action verb is more powerful and is more persuasive.

§ Adopted	§ Handled	§ Raised
§ Applied	§ Helped	§ Received
§ Assisted	§ Honored	§ Recited
§ Attended	§ Inspected	§ Redesigned
§ Caroled	§ Instructed	§ Represented
§ Chaperoned	§ Introduced	§ Restructured
§ Cleaned	§ Judged	§ Reviewed
§ Collected	§ Led	§ Sang
§ Communicated	§ Made	§ Selected
§ Competed	§ Managed	§ Shared
§ Contributed	§ Manned	§ Sold
§ Cooked	§ Mentored	§ Sorted
§ Coordinated	§ Nominated	§ Spoke
§ Created	§ Observed	§ Supervised
§ Danced	§ Operated	§ Supported
§ Demonstrated	§ Organized	§ Talked
§ Developed	§ Over-saw	§ Taught
§ Directed	§ Participated	§ Trained
§ Donated	§ Performed	§ Viewed
§ Elected	§ Placed	§ Visited
§ Entered	§ Planned	§ Volunteered
§ Experienced	§ Planted	§ Voted
§ Founded	§ Practiced	§ Watched
§ Funded	§ Prepared	§ Watered
§ Gifted	§ Presided	§ Worked
§ Guided	§ Provided	

Categorized List of Action Verbs

This categorized list contains only a few action verbs you can use to compose, *persuasive, reader-centered* resumes (4-H Portfolios), cover letters, or other types of documents. The examples are illustrations that overview the uses of action verbs in professional writing.

There are sample portfolios in this workbook containing action verbs.

Communication Skills

Negotiated price reductions of up to 30% with key donors for 4-H
Interpreted financial information from the clubs annual report
Translated all relevant 4-H Club information into Spanish

Other words: Advocated, Clarified, Corresponded, Encouraged, Interpreted, Negotiated, Persuaded, Presented, Publicized, Solicited, Spoke, Translated

Creative Skills

Created an interior design layout for a 500 square foot retail venue
Introduced a new method of navigating through a Software Program
Presented a new research project to my 4-H Project Club

Other words: Acted, Applied, Composed, Created, Established, Founded, Improvised, Introduced, Navigated, Originated, Presented

Data / Financial Skills

Computed and *recorded* inventory valuation on a monthly basis
Documented inventory counts at the end of each week
Verified the amount owed for club dues

Other words: Adjusted, Allocated, Budgeted, Compared, Computed, Counted, Documented, Estimated, Forecasted, Inventoried, Invested, Predicted, Projected, Quantified, Recorded, Retrieved, Verified

Helping Skills

Assisted Cloverleaf 4-H'ers with Project Achievement
Trained new 4-H'ers through demonstration techniques
Volunteered in the nursing home every weekend to serve the community

Other words: Aided, Assisted, Built, Demonstrated, Facilitated, Familiarized, Helped, Performed, Represented, Solved, Supported, Trained, Upheld, Volunteered, worked

Management / Leadership Skills

Administered a variety of surveys to collect data about Honey Bees

Implemented a safety communication program to promote internet safety

Recommended an alternative solution to beekeepers problems

Other words: Achieved, Administered, Assigned, Attained, Challenged, Coordinated, Decided, Delegated, Established, Executed, Handled, Headed, Implemented, Incorporated, Intervened, Launched, Led, Managed, Mediated, Motivated, Organized, Oversaw, Planned, Prioritized, Recommended, Scheduled, Supervised, United

Efficiency Skills

Eliminated unnecessary spending of 4-H project club

Maximized donations for Cancer Society by 15% during the month of July

Heightened the level of 4-H'er moral through program incentives

Other words: Accelerated, Allocated, Boosted, Centralized, Downsized, Edited, Eliminated, Enhanced, Expanded, Expedited, Heightened, Lessened, Leveraged, Maximized, Merged, Optimized, Outlined, Outsourced, Prevented, Prioritized, Reorganized, Reduced, Revised, Simplified, Standardized, Stream-lined, Systematized, Upgraded

Research Skills

Examined a new mechanism that may reduce sickness in goats

Identified a major defect in a microscopic organism

Surveyed a group of students with regard to Product A

Other words: Analyzed, Collected, Compared, Controlled, Detected, Diagnosed, Evaluated, Examined, Gathered, Identified, Investigated, Located, Measured, Organized, Reported, Replicated, Researched, Reviewed, Searched, Surveyed, Wrote

Teaching Skills

Defined a new fundraiser and discussed how it would be implemented

Instructed Cloverleaf 4-H'ers on how to put together visuals

Prepared a brochure on how to put together a portfolio

Other words: Aided, Advised, Clarified, Communicated, Defined, Developed, Encouraged, Evaluated, Facilitated, Fostered, Guided, Helped, Incorporated, Informed, dSuporaed, §uperised, CStiunlted, ITaught