

## ACTION WORDS

ACCELERATED	CONCEIVED	ENACTED	INTERVENED	PRODUCED	STAFFED
ACCOMPLISHED	CONCLUDED	ENFORCED	INTRODUCED	PROGRAMMED	STANDARDISED
ACHIEVED	CONDENSED	ENGAGED	INVENTED	PROMOTED	STARTED
ACTIVATED	CONDUCTED	ENLARGED	INVESTED	PROPOSED	STIMULATED
ACQUIRED	CONSOLIDATED	ESTABLISHED	INVESTIGATED	PROVED	STREAMLINED
ADDRESSED	CONTRACTED	ESTIMATED	LAUNCHED	PROVIDED	STRENGTHENED
ADMINISTERED	CONTROLLED	EVALUATED	LED	PUBLISHED	STRETCHED
ADVISED	CONVERTED	EXECUTED	LIGHTENED	PURCHASED	STRUCTURED
AMPLIFIED	CORRECTED	EXPANDED	MANAGED	RECOMMENDED	STUDIED
ANALYSED	COUNSELLED	EXPEDITED	MAINTAINED	REDESIGNED	SUCCEEDED
ANTICIPATED	CREATED	EXTRACTED	MEASURED	RECRUITED	SURPASSED
APPLIED	CULTIVATED	FAMILIARISED	MERGED	REDUCED	SUPPORTED
APPRAISED	DECENTRALISE	FORECASTED	MINIMISED	REGULATED	SUPERSEDED
APPROPRIATED	DECREASED	FORMED	MODERNISED	REJECTED	SUPERVISED
APPROVED	DEFINED	FORMULATED	MONITORED	RELATED	SURVEYED
ARRANGED	DELIVERED	GENERATED	OBSERVED	RENEGOTIATED	TAUGHT
ASSESSED	DEMONSTRATED	GUIDED	OBTAINED	REORGANISED	TERMINATED
ASSIMILATED	DESIGNED	IMPLEMENTED	OPERATED	REPORTED	TESTED
AUGMENTED	DETERMINED	IMPROVED	ORGANISED	RESOLVED	TIGHTENED
AUTHORISED	DEVELOPED	IMPROVISED	ORIGINATED	RESTRICTED	TRAINED
AVERTED	DEvised	INAUGURATED	PERFORMED	REVIEWED	TRANSLATED
AVOIDED	DIRECTED	INCORPORATED	PERSUADED	REVISED	TRANSFERRED
BOUGHT	DISCHARGED	INCREASED	PIONEERED	REVITALISED	TREATED
BUILT	DISPOSED	INITIATED	PLANNED	SAVED	TRIMMED
CENTRALISED	DISTRIBUTED	INSPIRED	POSITIONED	SCHEDULED	TRIPLED
COLLABORATED	DIVERSIFIED	INSTALLED	PREDICTED	SELECTED	UNCOVERED
COMBINED	DOCUMENTED	INSTIGATED	PREPARED	SET UP	UNIFIED
COMPILED	DOUBLED	INSTRUCTED	PRESENTED	SHAPED	UNRAVELLED
COMPLETED	EDITED	INSURED	PREVENTED	SIMPLIFIED	UTILISED
COMPOSED	EFFECTED	INTEGRATED	PROCESSED	SOLVED	VITALISED
COMPUTED	ELIMINATED	INTERPRETED	PROCURED	SPECIFIED	WROTE

## SOME USEFUL PHRASES

In addition I set up, organised and managed...

In carrying out this role I had to...

In this capacity, I have done the following...

During this period my duties involved...

As XXXX I was responsible for...

During this period (I was responsible for...) I have...

My achievements may be summarised as...

In this capacity...

This was achieved by...

To do this involved...

In addition, on an ad hoc basis, I...

This involved the following steps...

To do this necessitated...

In this capacity I have...

Typical projects included...

To get this done, I took the following actions...

In this short period, I accomplished the following...

Against this background...

To this end...

Important achievements were...

In the past year/years I have...

In this role I was able to achieve these objectives...

The main activities that made this possible were...

# NASUWT

THE CAREER TEACHERS' ORGANISATION