
APPENDIX C

Skill Words

Here I've grouped conventional skill words into three lists: skills of *Data*, *People*, and *Things*. You may want to concentrate on the one or two of the groups that most closely reflect your interests, but don't neglect the rest because many words such as "polished" could have been placed in more than one category such as "polishing one's writing" or "polishing metal and stones."

Data

(skills used in comparing, compiling, distributing, writing, speaking, analyzing, presenting, computing, or coordinating information)

accounted
advertised
analyzed
analyzed figures
articulated
assigned
audited
authored
authorized
budgeted
calculated
charted
clarified
classified
collected
communicated
compared
composed
computed
condensed
consolidated
contacted
contracted
controlled
coordinated
corresponded

debated
debugged
defined
designed
diagnosed
displayed
distributed
drafted
dramatized
edited
enforced
enhanced
entered
estimated
evaluated
expressed
faxed
field-tested
filed
financed
interpreted
inventoried
investigated
judged
logged
measured
organized
polished
predicted
presented
printed
promoted

published
purchased
quantified
queried
questioned
recommended
researched
responded
reviewed
routed
scheduled
solicited
sorted
standardized
studied
systematized
summarized
supervised
synthesized
tabulated
telephoned
terminated
translated
transmitted
typed

People and Animals

(skills used in serving, caring for teaching, supervising, communicating, persuading, or monitoring)

accompanied
administered
advised
advocated
allocated
appointed
approved
arbitrated
arranged
assisted
awarded
cared for
chaired
coached
communicated
consulted
convinced
coordinated
counseled

decided
demonstrated
directed
disciplined
discussed
elected
employed
entertained
escorted
explained
explored
facilitated
guided
hired
hosted
influenced
instructed
interviewed
inventoried
judged
lectured
led
listened
lobbied
managed
mentored
monitored
motivated
negotiated
networked
nursed
oriented
performed
persuaded
piloted
pioneered
planned
presented
prioritized
promoted
protected
recommended
recruited
rehabilitated
reinforced
resolved
set goals
studied
supervised
supported

surveyed
 taught
 tested
 trained
 transported
 tutored
 umpired
 visited

Things and Plants

(skills related to using equipment, machines, tools, materials, hands-on or laboring, crafting, creating, performing)

adapted
 accelerated
 arranged
 assembled
 assured quality
 butchered
 calibrated
 cleansed
 compared
 composed
 constructed
 cooked
 delivered
 designed
 diagnosed
 enameled
 evaluated
 experimented
 explored
 fabricated
 fastened
 forged
 harmonized
 harvested
 heat-treated
 identified
 illustrated
 improved standards

inspected
 installed
 invented
 inventoried
 laminated
 launched
 maintained
 measured
 minimized risk
 modeled
 operated
 operated
 overhauled
 oversaw
 packaged
 patented
 performed
 photographed
 plotted
 printed
 programmed
 recorded
 refined
 regulated
 rehabilitated
 reinforced
 remodeled
 renewed
 repaired
 rescued
 restored
 routed
 setup
 signaled
 sized
 sketched
 tended
 tested
 tuned
 upgraded
 welded