

Action words for 4-H Record Books

The words we use to describe our work in 4-H can have as big of an impact as the project we do. Do not be timid when writing your record books and telling your 4-H story, rather, show off what you have done with language that accurately describes your 4-H experiences.



| | | | |
|---------------------|--------------|-------------------|-------------|
| Accomplished | Delegated | Interacted (with) | Recruited |
| Achieved | Delivered | Interviewed | Referred |
| Acted | Demonstrated | Inventoried | Refined |
| Adjusted | Described | Investigated | Regulated |
| Administered | Designed | Made | Reorganized |
| Advertised | Developed | Maintained | Repaired |
| Advised | Directed | Managed | Reported |
| Analyzed | Dispensed | Marketed | Represented |
| Arranged | Distributed | Measured | Reproduced |
| Assembled | Drafted | Mentored | Researched |
| Assessed | Edited | Mobilized | Retrieved |
| Authorized | Enabled | Monitored | Revamped |
| Began | Encouraged | Negotiated | Reviewed |
| Budgeted | Established | Observed | Revised |
| Built | Evaluated | Obtained | Scheduled |
| Calculated | Executed | Operated | Selected |
| Chaired | Experimented | Orchestrated | Served |
| Changed | Facilitated | Ordered | Simplified |
| Clarified | Filed | Organized | Sold |
| Coached | Formed | Oversaw | Solicited |
| Collaborated (with) | Fostered | Participated (in) | Spearheaded |
| Collected | Generated | Persuaded | Stimulated |
| Communicated | Guided | Planned | Studied |
| Compiled | Handled | Prepared | Supervised |
| Composed | Headed | Presented | Synthesized |
| Computed | Hosted | Processed | Targeted |
| Conducted | Identified | Produced | Taught |
| Constructed | Illustrated | Programmed | Tested |
| Controlled | Implemented | Proof-read | Trained |
| Coordinated | Increased | Publicized | Tutored |
| Corresponded (with) | Initiated | Published | Undertook |
| Counseled | Inspected | Purchased | Updated |
| Created | Inspired | Rated | Utilized |
| Cultivated | Installed | Recommended | Verified |
| Defined | Instructed | Recorded | Wrote |