The Florida State University
Compensation/Classification
Action Verbs
Reprinted from The University of Delaware
http://www.udel.edu/hrclass/jobQ-verbs.html

ACCEPTS: To receive; to regard as true, proper, normal, inevitable.

ACCOMPLISHES: To execute fully; to attain.

ACCOUNTS: To give a report on; to furnish a justifying analysis or explanation.

ACCUMULATES: To collect; to gather.

ACHIEVES: To bring to a successful conclusion.

ACKNOWLEDGES: To report the receipt of.

ACQUIRES: To come into possession of.

ACTS: To perform a specified function to carry out a purpose; to exert one’s powers in such a way as to bring about an effect.

ACTIVATES: To mobilize; to set into motion.

ADJUSTS: To bring to a more satisfactory state; to bring the parts of something to a true or more effective position.

ADMINISTERS: To verify, secure and ensure compliance with policies.

ADMENTS: To permit to enter or to join.

ADOPTS: To take up and apply or put into practice; to accept, as a report.

ADVANCES: To bring or move forward; to accelerate the growth or progress of; to raise to a higher rank; to promote; to bring forward for notice, consideration or acceptance; to make progress; to raise in rate.

ADVISES: To recommend a course of action (not simply to tell or inform); to offer an informed opinion based on specialized knowledge.

ADVOCATES: To recommend or speak in favor of.
AFFIRMS: To assert positively; to confirm; to ratify.

AFFIXES: To secure an object to another; to attach.

AIDS: To help or assist; to give help or assistance to.

ALIGNS: To arrange in a line; to array.

ALLOTS: To assign as a share.

ALTERS: To make different; to modify.

AMMENDS: To change or modify for the better.

ANALYZES: To separate into elements and critically examine to arrive at a conclusion; to study the factors of a situation or problem in order to determine the solution or outcome.

ANWSERS: To speak or vote in reply.

ANTICIPATES: To foresee events, trends, consequences, or problems and deal with in advance.

APPLIES: To put to use for a purpose; to employ diligently or with close attention.

APPOINTS: To name officially.

APPRAISES: To give an expert judgment of worth or merit; to evaluate as to quality, status or effectiveness.

APPROPRIATES: To take exclusive possession of; to set apart for or assign to a particular purpose or use; to take without permission.

APPROVES: To accept as satisfactory; to exercise final authority with regard to commitment of resources; to sanction officially; to ratify (thereby assuming responsibility for).

ARRANGES: To prepare for an event; to put in proper order; to form or fit into a systematic whole.

ARTICULATES: To pronounce distinctly; to express in coherent verbal form.

ASCERTAINS: To find out or discover through examination; to find out or learn for a certainty.

ASSEMBLES: To collect or gather together in a predetermined order from various sources.

ASSERTS: To state or declare positively.

ASSESSES: To determine value of; to evaluate.

ASSIGNS: To specify or designate tasks or duties to be performed by others; legally to transfer or make over to another.
ASSISTS: To give aid or support.

ASSUMES: To undertake; to take for granted; to take to or upon oneself.

ASSURES: To state confidently; to make certain of; to confirm.

ATTACHES: To connect; to bind or affix to; to fasten; to tie.

ATTAINS: To come into possession of; to arrive at.

ATTENDS: To be present for the purpose of making a contribution.

AUDITS: To examine officially with intent to verify.

AUTHORIZES: To approve; to empower through vested authority.

AVERTS: To turn away or aside; to see coming and ward off.

AWARDS: To confer or bestow.

BALANCES: To compute the difference between the debits and credits of an account; to reconcile accounts; to arrange or prove so that the sum of one group equals the sum of another.

BATCHES: To assemble into a group for one operation.

BUDGETS: To plan expenditures.

BUILDS: To construct.

CALCULATES: To make a mathematical computation.

CALLS: To communicate with by telephone; to summon; to announce.

CANCELS: To mark out; to invalidate; to strike out, cross out, or revoke.

CAPITALIZES: To write or print with an initial capital or in capitals; to convert into capital; to compute the present value of; to supply capital for.

CARRIES OUT: To put into execution; to bring to a successful issue; to continue to an end or stopping point.

CERTIFIES: To confirm as accurate or true.

CHARTS: To draw or plot data (as on a graph); to make a detailed plan.

CHECKS: To verify; to compare with a source for verification; to examine.

CIRCULATES: To pass from person to person or place to place; to disseminate.
CLARIFIES: To make easier to understand; to explain.

CLASSIFIES: To arrange or organize according to systematic groups, classes or categories.

CLOSES: To bring to a conclusion; to bar passage; to shut; to suspend or stop operations; to end or terminate.

COACHES: To teach or train; to tutor.

CODES: To use symbols or characters (letters or numbers) to represent words or figures.

COLLABORATES: To work jointly with; to cooperate with others.

COLLATES: To organize or assemble in a predetermined sequence.

COLLECTS: To gather; to assemble; to accumulate.

COMMANDS: To direct authoritatively; to order or request to be given; to give orders; to dominate from an elevated position.

COMMUNICATES: To impart a verbal or written message; to transmit information.

COMPARES: To examine for the purpose of discovering resemblances or differences.

COMPILES: To put together information; to collect from other documents.

COMPLETES: To finish; to fully carry out.

COMPLIES: To act in accordance with rules or requests.

COMPOSES: To make by putting parts together; to create, to write (an original letter, report, instructions, etc.).

COMPREHENDS: To grasp mentally; to understand.

COMPUTES: To determine or calculate mathematically.

CONCURS: To agree with a position, statement, action or opinion.

CONDENSES: To make more compact.

CONDUCTS: To carry on; to direct the execution of.

CONFERS: To compare views; to consult.

CONFIRMS: To give approval to; to assure the validity of.

CONFORMS: To bring into harmony or agreement; to adapt oneself to prevailing standards or customs.
CONSIDERS: To think about with care or caution.

CONSOLIDATES: To bring together; to combine.

CONSTRUCTS: To make or form by combining parts; to draw with suitable instruments and under specified conditions; to arrange or set in order mentally.

CONSULTS: To seek advice of others; to give professional advice or services; to confer.

CONTACTS: To communicate with.

CONTINUES: To maintain without interruption a condition, course, or action; to remain in existence.

CONTRACTS: To establish or undertake by contract;

CONTRIBUTES: To supply or give something; to submit for publication.

CONTROLS: To measure, interpret, and evaluate actions for conformance with plans or desired results; to exercise directly, guiding or restraining power over.

CONVERTS: To alter the physical or chemical nature of something; to alter for more effective utilization.

CONVEYS: To move from one place to another; to transport; to communicate.

CONVINCES: To persuade; to cause others to believe something, using evidence and/or argument.

COOPERATES: To associate with another or others for mutual benefit.

COORDINATES: To regulate, adjust, or combine the actions of others to attain harmony; to bring into common action or condition according to established policies.

COPIES: To duplicate an original; to transfer or reproduce information.

CORRECTS: To make or set right; to alter or adjust to conform to a standard; to rectify.

CORRELATES: To establish or demonstrate a casual, complementary, parallel, or reciprocal relation.

CORRESPONDS: To communicate with.

COUNSELS: To give advice or guidance; to consult with.

CREATEs: To bring into existence; to produce through imaginative skill.

DEBUGS: To detect, locate, and remove mistakes from a routine of malfunctions from a computer.

DECIDES: To arrive at a solution; to bring to a definitive end.

DEDICATES: To set apart to a definite use; to become committed to.
DEDUCES: To derive a conclusion by reasoning (inference in which the conclusion follows necessarily from the premises); to reach a conclusion by mental deduction.

DELEGATES: To commission another to perform tasks or duties which may carry specific degrees of accountability and authority; to entrust to the care or management of another.

DELETES: To strike out or remove.

DELIVERS: To set free; to convey; to send to an intended destination.

DEMONSTRATES: To illustrate and explain, especially with examples.

DESCRIBES: To represent by a figure, model, or picture; to trace the outline of; to give an account of in words.

DESIGNS: To conceive, create, and execute according to plan.

DETERMINES: To resolve; to fix conclusively or authoritatively; to decide.

DEVELOPS: To disclose, discover, perfect, or unfold a plan or idea.

DEVISES: To form in the mind by new combinations or applications of ideas or principles; to invent.

DICTATES: To read or speak information to be recorded or written by another.

DIRECTS: To guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards; to govern or control.

DISASSEMBLES: To take apart.

DISCIPLINES: To penalize individuals or groups whose behavior is contrary to established rules and regulations.

DISCUSSES: To exchange views for the purpose of arriving at a conclusion.

DISPATCHES: To send off, or forward, to known destination or on specific business.

DISPLAYS: To show; to spread before the view.

DISPOSES: To sell or get rid of

DISSEMINATES: To spread or disperse information or ideas.

DISTINGUISHES: To perceive as being separate or different; to separate into kinds, classes, or categories.

DISTRIBUTES: To deliver to proper destination; to pass around; to allot.

DIVERTS: To turn from one course or use to another.
DIVIDES: To separate into classes or parts.

DOCUMENTS: To provide with factual or substantial support for statements made or a hypothesis proposed; to equip with exact references to authoritative supporting information.

DRAFTS: To prepare papers or documents in a preliminary form.

DRAWS: To compose or write up, following a set procedure or form (as in a contract); to pull or move something.

EDITS: To revise and prepare material (written, film, tape, soundtrack) for publication or display.

EFFECTS: To bring about; to accomplish.

ELABORATES: To work out in detail; to give details.

ELECTS: To choose or select carefully.

ELIMINATES: To get rid of; to set aside as unimportant.

EMPHASIZES: To stress.

EMPLOYS: To make use of; to use or engage the services of; to provide with a job that pays wages or a salary.

ENCOMPASSES: To form a circle about; to envelop; to include.

ENCOURAGES: To inspire with spirit or hope; to give help or patronage to.

ENDORSES: To support or recommend.

ENFORCES: To execute vigorously; to exercise executive or police power (refers to laws and statutes).

ENGAGES: To interlock with; to mesh; to provide occupation for; to arrange to obtain the use or services of.

ENHANCES: To increase or make greater.

ENLISTS: To engage for duty; to secure the support and aid of.

ENSURES: To make sure, certain, or safe; to guarantee.

ESTABLISHES: To bring into existence; to institute.

ESTIMATES: To forecast future requirements.

EVALUATES: To determine or fix the value of; to appraise.

EXAMINES: To inspect closely; to investigate; to scrutinize.
EXCHANGES: To give or take one thing in return for another.

EXCLUDES: To shut out; to bar from participation, consideration, or inclusion.

EXECUTES: To put into effect; to carry out.

EXERCISES: To exert influence or authority; to train by drills and maneuvers; to use repeatedly in order to strengthen and develop.

EXPECTS: To look forward; to consider probable or certain.

EXPEDITES: To accelerate the process or progress of.

EXPRESSES: To represent in words; to make known one's feelings or opinions.

EXTRACTS: To draw forth; to withdraw; to separate; to determine by calculation.

FACILITATES: To make easier or less difficult.

FEEDS: To move into a machine or opening in order to be used or processed; to furnish with something essential for growth, sustenance, maintenance, or operation.

FIGURES: To compute.

FILES: To arrange in a methodical manner; to rub smooth or cut away with a tool.

FINALIZES: To put in finished form.

FINDS: To encounter; to locate or come upon by searching or effort.

FLAGS: To mark in some distinctive manner.

FOLLOWS UP: To pursue closely in order to check progress; to see if results are satisfactory.

FORECASTS: To predict; to estimate in advance.

FORMULATES: To develop or devise.

FOSTERS: To promote the growth or development of.

FULFILLS: To put into effect; to bring to an end; to measure up to; to develop the full potentiality of.

FUNCTIONS: To act or operate as; to serve.

FURNISHES: To provide what is needed; to supply.

GATHERS: To collect; to harvest; to accumulate and place in order.

GENERATES: To bring into existence; to cause to be; to produce.
GIVES: To grant or bestow; to administer; to make a present of.

GOVERNS: To exercise continuous sovereign authority over; to control and direct the making and administration of authority over; to hold in check; to have decisive influence.

GRASPS: To make the motion of seizing.

GUARANTEES: To secure; to answer for the debt, default, or miscarriage of.

GUIDES: To show or lead the way to; to manage the affairs of; to influence the conduct or opinions of.

HIRES: To engage the services of for a set sum; to employ.

IDENTIFIES: To establish the identity of; to associate with some interest.

IMPLEMENTS: To carry out; to execute a plan or program; to give effect to.

IMPORTS: To bring from a foreign or external source.

IMPROVES: To make something better.

INDICATES: To show; to demonstrate with precision.

INFORMS: To communicate information or knowledge; to acquaint.

INITIATES: To start; to introduce; to originate.

INNOVATES: To exercise imagination or creativity in introducing something new or in making changes that lead to improvement.

INSERTS: To put (something) into, between, or among other materials; to introduce, as a word in a sentence.

INSPECTS: To examine or determine; to critically analyze for suitability.

INSTALLS: To set in position or adjust use; to settle in a certain place or condition, or status; to set up for use in office.

INSTITUTES: To organize, establish, and set in operation; to begin.

INSTRUCTS: To teach; to coach; to impart or communicate knowledge; to direct or order.

INSURES: To cover with insurance; to make certain.

INTEGRATES: To unify; to make whole by putting all parts or elements together.

INTERPRETS: To give the meaning of; to explain to others; to elucidate.

INTERVIEWS: To obtain facts or opinions through inquiry or examination of various sources.
INVENTS: To think up or imagine; to create.

INVENTORIES: To catalog or to count and list.

INVESTIGATES: To observe or study by close examination and systematic inquiry.

INVESTS: To spend or use time, money or effort to achieve a future benefit.

ISSUES: To put forth or to distribute officially.

ITEMIZES: To list; to write down in detail.

JUDGES: To form an authoritative opinion; to determine and pronounce after inquiry and deliberation.

JUSTIFIES: To prove or show to be right or reasonable; to align words such that both left- and right-hand margins are in line (typing term).

KEEPS: To hold or retain; to maintain.

LEADS: To guide or direct on a course or in the direction of; to channel; to direct the operations of.

LEARNs: To gain knowledge or understanding of.

LISTS: To enumerate; to enter into a catalog with a selling price; to itemize.

LOADS: To place in or on a means of conveyance; to increase the weight of by adding something heavy.

LOCATES: To find, determine, or specify by means of searching, examining, or experimenting; to seek and find.

MAINTAINS: To continue; to carry on; to keep current or in an existing state, as records or files.

MAKES: To cause to happen to; to cause to exist, occur, or appear; to create; to bring into being by forming, shaping, or altering material.

MANAGES: To direct, control, or make or keep compliant.

MARKETS: To expose for sale; to sell.

MATCHES: To set in competition with; to provide with a worthy competitor; to cause to correspond.

MEASURES: To determine length, width, or quantity of.

MEDIATES: To interpose with parties to reconcile them; to reconcile differences.

MEETS: To cope with; to come together from different directions; to provide for.

MENTORS: To serve as a mentor or coach for:
MERGES: To combine items from two or more similarly ordered sets into one set that is arranged in the same order.

MIXES: To unite or blend into one group or mass.

MODIFIES: To make less extreme; to limit or restrict the meaning of; to make minor changes in.

MONITORS: To watch; to observe; to check for a specific purpose.

MOTIVATES: To arouse or stimulate to action.

MOVES: To go from one point to another; to begin operating or functioning or working in a usual way.

NEGOTIATES: To confer with others with a view to reaching agreement.

NOTES: To observe; to recognize.

NOTIFIES: To make known; to inform.

OBSERVES: To see, notice, or watch something or someone.

OBTAINS: To acquire or gain possession of.

OCCUPIES: To take possession of; to fill.

OMITS: To leave out; to disregard.

OPENS: To make available for entry or passage; to make accessible; to expose to view; to disclose.

OPPOSES: To resist; to withstand; to place opposite or against.

ORGANIZES: To arrange; to systematize or methodize.

ORIENTS: To cause to become aware of, familiar with, or adjusted to facts, principles, procedures, or situations.

ORIGINATES: To create; to invent or produce as new.

OUTLINES: To make a summary of significant features.

OVERCOMES: To get the better of; to gain superiority.

OVERSEES: To watch over and direct; to superintend; to supervise.

PARTICIPATES: To join or share with others; take part.

PERFORMS: To fulfill or carry out some action; to accomplish; to execute.

PERMITS: To consent to; to authorize; to make possible.
PERSUADES: To move by argument or entreaty to a belief, position, or course of action.

PLACES: To locate and choose positions for.

PLANS: To devise or project the realization or achievement of a course of action.

POSTS: To record information in ledgers or other forms from another source.

PRACTICES: To perform or work at repeatedly in order to gain proficiency.

PREDICTS: To declare in advance; to foretell on the basis of observation, experience or scientific reason.

PREPARES: To make ready for a particular purpose.

PRESCRIBES: To establish as a rule or guide.

PRESENTS: To introduce; to bestow; to lay as a charge before the court; to offer to view.

PRESERVES: To keep, guard, or observe; to keep safe, to protect; to keep free from decay; to maintain.

PREVENTS: To stop something from occurring; to take advance measures against.

PRICES: To fix, establish, or find out the value of.

PROCEEDS: To begin to carry out an action.

PROCESSES: To subject to some special treatment; to handle in accordance with a prescribed procedure.

PROCURES: To obtain possession of; to bring about.

PRODUCES: To grow; to make, bear, or yield something; to offer to view or notice; to exhibit.

PROGRAMS: To arrange or work out a sequence of operations to be performed; to make a plan or procedure.

PROJECTS: To extend forward; to present for consideration; to communicate vividly, especially to an audience.

PROMOTES: To advance to a higher level or position.

PROOFREADS: To read (copy or printer’s proof) against the original manuscript for corrections.

PROPOSES: To form or declare a plan or intention.

PROVIDES: To supply what is needed; to furnish.

PUBLICIZES: To give information concerning a person, group, event or product through various communications media to attract public attention.
PULLS: To haul; to tow; to remove, as in filing.

PURCHASES: To buy or procure by committing organizational funds.

QUANTIFIES: To make explicit the logical amount of; to determine or express the amount of.

QUESTIONS: To interrogate; to doubt; to dispute; to inquire.

RATES: To assess the value of; to appraise; to arrange in sequence of rank.

READS: To interpret; to scan; to study the movements of; to understand the meaning of; to utter aloud the printed written words of.

REALIZES: To understand clearly; to get by sale, investment, or effort.

REASONS: To use the faculty of reason (the power of comprehending, inferring or thinking, especially in orderly rational ways).

RECEIVES: To acquire; to come into possession of; to take something that is offered or sent; to admit or welcome guests or visitors.

RECOGNIZES: To perceive clearly; to acknowledge with a show of appreciation.

RECOMMENDS: To advise or counsel a course of action; to offer or suggest for adoption.

RECONCILES: To adjust; to restore to harmony; to make congruous.

RECONSTRUCTS: To rebuild; to reorganize or reestablish; to restore.

RECORDS: To register; to set down in writing.

RECRUITS: To seek out others to become new members, students or personnel.

RECTIFIES: To correct by calculation or adjustment; to remedy; to set right.

REDUCES: To narrow down; to diminish in size or amount; to abridge; to lower in grade or rank.

REFERS: To send or direct for aid, treatment, information, or decision; to direct attention; to make reference to.

REFLECTS: To think calmly and quietly; to give back as an image, likeness, or outline; to make apparent.

REGARDS: To pay attention to; to take into consideration; to relate to.

REGISTERS: To enter in a record; to enroll formally or officially.

REGULATES: To govern or direct according to rule; to bring under the control of law; to fix or adjust the time, amount, or degree of.
REINFORCES: To strengthen with additional forces or additions.

REJECTS: To refuse to have, use, or take for some purpose; to refuse to hear, receive, or admit.

RELATES: To show or establish logical or causal connection between; to have meaningful social relationships.

RELEASES: To set free as in releasing information; to permit the publication or dissemination of.

RELIES: To depend on.

REMITS: To send money in payment of; to submit or refer for consideration, judgement, decision, or action.

REMOVES: To change the location, station or residence of; to dismiss from office.

RENDERS: To furnish an opinion; to answer.

REPRESENTS: To act in the place of or for.

REPORTS: To give an account of; to furnish information or data.

REQUESTS: To ask for something.

REQUIRES: To have as a requisite; to call for as suitable or appropriate; to demand as necessary.

REQUISITIONS: To make a request for, as in records or supplies; to ask in writing for something that is needed.

RESCINDS: To make void; to repeal.

RESEARCHES: To inquire specifically, using involved and critical investigations.

RESPONDS: To answer; to show favorable reaction.

RESTRICTS: To confine within bounds; to restrain.

RETRIEVES: To regain; to rescue.

REVIEWS: To consider; to reexamine; to analyze results for the purpose of giving an opinion.

REVISES: To rework in order to correct or improve; to make a new, improved, or up-to-date version.

ROUTES: To forward; to schedule or dispatch; to prearrange and direct locations to which an article is to be sent.

SATISFIES: To carry out the terms of (a contract); to meet financial obligations; to make reparation to; to please.
SCANS: To examine: to search in order to locate specific data or information; to scrutinize.

SCHEDULES: To plan a timetable; to set specific times for.

SCREENS: To examine in orderly fashion to determine suitability or acceptability (as in appraising potential employees); to select.

SEARCHES: To examine; to probe; to make a thorough examination or investigation of.

SECURES: To gain possession of; to guarantee; to make safe; to obtain.

SEEKS: To try to find or discover; to try to obtain or reach; to make a search or investigation.

SELECTS: To choose the best suited.

SELLS: To give up property to another for money or other valuable consideration.

 SENDS: To dispatch by means of communication; to convey.

SEPARATES: To set apart.

SERVES: To assist; to be of use; to hold office.

SETS UP: To cause a condition to come into effect; to put in operation.

SHOWS: To display; to give indication; to point out to someone.

SIGNS: To formally approve or ratify a document by affixing one’s signature.

SIMPLIFIES: To clarify; to reduce to basic essentials.

SOLICITS: To approach with a request or plea; to strongly urge.

SOLVES: To find a solution for.

SORTS: To separate or arrange according to a scheme; to rank by kind, class, division, etc.

SPEAKS: To express oneself using words; to deliver an address or lecture.

SPECIFIES: To state precisely in detail or to name explicitly.

SPENDS: To use up or pay out.

STACKS: To pile up.

STANDARDIZES: To bring into conformity to something established by authority, custom, or general consent as a model or criterion.

STIMULATES: To excite to activity; to urge; to rouse or spur on.
STRENGTHENS: To make stronger.

STRIVES: To endeavor; to devote serious effort or energy.

STRUCTURES: To give arrangement or form to; to arrange or organize.

STUDIES: To contemplate; to carefully examine or investigate; to deliberate.

SUBMITS: To present data for the discretion or judgement of others.

SUMMARIZES: To restate material (facts, figures, etc.) briefly; to make an abstract.

SUPERVISES: To personally oversee, direct, inspect, or guide the work of others with responsibility for meeting certain standards of performance.

SUPPLEMENTS: To add to.

SUPPLIES: To furnish something that is needed; to provide; to equip.

SUPPORTS: To promote the interests or cause of; to argue or vote for; to pay the costs of; to hold up or serve as a foundation for.

SURVEYS: To examine as to condition, situation, or value.

SUSTAINS: To give support or relief to; to prolong; to support by adequate proof.

TABULATES: To put in table form; to set up in columns or rows; to make a listing.

TAKES: To assume possession of; to grasp; to gain approval of.

TERMINATES: To bring to an end; to conclude.

TESTS: To put to proof; to examine, observe, or evaluate critically.

TOTALS: To add up; to compute.

TRACES: To locate something by searching or researching evidence; to copy, as a drawing.

TRAINES: To teach, demonstrate, or guide others in order to bring up to a predetermined standard.

TRANSCRIBES: To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of data.

TRANSLATES: To turn into one's own or another language.

TRANSMITS: To transfer or send from one person or place to another; to send out a signal either by radio waves or over a wire.

TRANSPOSES: To change the usual order of.
TREATS: To regard and deal with in a specified manner; to provide care for or deal with medically.

TURNS: To make rotate/revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting); to reverse the sides or surfaces of.

TYPES: To write using a typewriter or keyboard; to arrange by categories.

UNDERSTANDS: To grasp the meaning of; to have thorough or technical acquaintance with or expertness in the practice of.

UPDATES: To bring current.

USES: To put into action or service; to consume or take; to act with regard to.

UTILIZES: To make use of.

VERIFIES: To confirm or establish authenticity; to substantiate; to prove to be true.

VISITS: To go or come to see in a professional capacity.

WEIGHS: To ascertain the heaviness of; to consider carefully.

WRITES: To set down letters, words, sentences, or figures on paper or other suitable material; to author; to draft.