

Plain 

 **English**

at Work 

**A Guide to Business
Writing and Speaking**

Edward P. Bailey

APPENDIX A

Simpler words and phrases

Bureaucratic	Better
accompany	go with
accomplish	do
advise	tell, recommend
afford an opportunity	let
anticipate	expect
approximately	about
ascertain	find out
assist	help
at the present time	now
attached herewith is	here's
benefit	help
close proximity	near
commence	begin
complete	fill out
conclude	end
concur	agree
cooperate	help
deem	think
demonstrate	show, prove
desire	want
determine	find out
disclose	show
effect	make
elect	choose
endeavor	try

Bureaucratic	Better
ensue	follow
exhibit	show
experience	have
facilitate	help
failed to	didn't
forward	send
furnish	send
furthermore	also
has the capability	can
however	but
identical	same
implement	carry out, do
in addition	also
in an effort to	to
in lieu of	instead of
in the event that	if
in the near future	soon
inasmuch as	since
inception	start
incumbent upon	must
indicate	show
initial	first
initiate	start
insufficient	not enough
legislation	law
limited number	few
locate	find
location	place
maintain	keep, support
modify	change
monitor	check, watch
notify	let someone know
numerous	many, most
observe	see

Bureaucratic	Better
permit	let
personnel.....	people
presently	now
prior to.....	before
provided that.....	if
purchase	buy
relating to	about, on
request	ask
require	need
residence	home
retain	keep
reveal.....	show
review	check, go over
state	say
submit	send
subsequent.....	later, next
sufficient	enough
supply	send
terminate	stop
therefore	so
this office	we, us
time period.....	time
transmit.....	send
transpire	happen
until such time as.....	until
utilization	use
utilize	use
viable	workable
whereas	since
witnessed.....	saw