

## Plain English word list

If you overuse the words in the left-hand column of the table, your writing could be perceived as pompous, officious, and long-winded. Not that anyone should forbid you from ever using them, but judicious use of the alternatives will help you to be shorter, simpler, and more conversational. The alternatives aren't always synonyms, so use them with a proper care for meaning and for the job they have to do in the sentence. In some contexts, words like 'remuneration', 'domicile', and 'residence' have technical meanings and can't be replaced by plainer alternatives.

| <i>Instead of</i>          | <i>Consider using</i>       |
|----------------------------|-----------------------------|
| accede                     | agree, grant, allow         |
| accordingly                | so                          |
| accustomed to              | used to                     |
| acquaint yourself          | find out, read              |
| additional                 | more, extra                 |
| address (sense 'consider') | tackle, deal with, consider |
| advices                    | information, instructions   |
| advise (sense 'inform')    | inform, tell, let [me] know |
| aforementioned, aforesaid  | [omit or be specific]       |
| aggregate (noun)           | total                       |
| alleviate                  | ease, reduce, lessen        |

|                     |                             |
|---------------------|-----------------------------|
| apprise             | inform, tell, let [me] know |
| as a consequence of | because                     |
| ascertain           | find out                    |
| assist, assistance  | help                        |
| attain              | reach                       |
| attribute (verb)    | earmark                     |
| category            | group                       |
| cease               | stop, end                   |
| cognizant of        | aware of, know about        |
| commence            | start, begin                |
| commensurate with   | consistent with             |
| component           | part                        |
| concept             | idea                        |
| concerning          | about                       |
| consequently        | so                          |
| constitute          | make up, form               |

***Instead of***

***Consider using***

|                         |                               |
|-------------------------|-------------------------------|
| construe                | interpret                     |
| corroboration           | evidence, proof, support      |
| deduct                  | take away, take off, subtract |
| deem                    | treat as, consider            |
| defer                   | put off, postpone             |
| desist                  | stop                          |
| despatch                | send                          |
| despite the fact that   | although, despite             |
| determine               | decide                        |
| determine (legal sense) | end, terminate                |
| disburse                | pay                           |
| discharge (verb)        | pay off, settle               |
| disconnect              | cut off                       |

|                          |                                  |
|--------------------------|----------------------------------|
| discontinue              | stop, end                        |
| due to the fact that     | as, because                      |
| dwelling, domicile       | home, property                   |
| elect, election          | choose, choice                   |
| emanate from             | come from, stem from             |
| endeavour                | try, attempt                     |
| entitlement              | right                            |
| envisage                 | expect, imagine, forecast, think |
| equitable                | fair                             |
| erroneous                | wrong, mistaken                  |
| establish                | set up, create, form             |
| eventuate                | result, occur, happen            |
| expedite                 | hasten, speed up                 |
| expenditure              | spending                         |
| expiration               | end                              |
| <b><i>Instead of</i></b> | <b><i>Consider using</i></b>     |
| facilitate               | help                             |
| failure to               | if you do not                    |
| for the duration of      | during, while                    |
| for the purpose of       | to                               |
| forward (verb)           | send, give                       |
| furnish                  | give, provide                    |
| henceforth               | from now on                      |
| heretofore               | until now                        |
| herewith                 | with this                        |
| hitherto                 | until now                        |
| hypothecate              | earmark                          |
| if this is not the case  | if not                           |

|                          |                                   |
|--------------------------|-----------------------------------|
| if this is the case      | if so                             |
| impart                   | give, pass on, tell, inform       |
| implement (verb)         | carry out, do                     |
| in accordance with       | in line with                      |
| inasmuch as              | because, in that                  |
| incidence                | rate of occurrence, how often     |
| in conjunction with      | with                              |
| increment                | step, increase                    |
| indebtedness             | debt                              |
| initiate                 | begin, start                      |
| in lieu of               | instead of                        |
| in order to              | to                                |
| in receipt of            | get, have, receive, receiving     |
| in regard to             | about, concerning, on             |
| insofar as               | as far as                         |
| institute (verb)         | begin, start                      |
| <i>Instead of</i>        | <i>Consider using</i>             |
| interim (noun)           | meantime, for the time being      |
| in the event of          | if, when                          |
| in the eventuality of    | if, when                          |
| in view of the fact that | as, because                       |
| manner                   | way                               |
| monies                   | money, amounts of money           |
| necessitate              | need, have to, require            |
| nevertheless             | even so, however, yet             |
| nonetheless              | even so, however, yet             |
| not less than [ten]      | at least [ten]                    |
| not more than [ten]      | [ten] or less, [ten] or fewer     |
| notwithstanding          | even if, despite, still, yet, but |

|                               |                                  |
|-------------------------------|----------------------------------|
| other than                    | except                           |
| particulars                   | details, facts                   |
| persons                       | people                           |
| peruse                        | read or study carefully, examine |
| polemical                     | controversial                    |
| principal (adjective)         | main, chief                      |
| prioritize                    | rank                             |
| prior to                      | before                           |
| provenance                    | source, origin                   |
| provisions [of a law, policy] | the law, the policy              |
| purchase                      | buy                              |
| purport (verb)                | pretend, claim, profess          |
| pursuant to                   | under                            |
| reduction                     | cut                              |
| regarding                     | about                            |
| <i>Instead of</i>             | <i>Consider using</i>            |
| reimburse                     | repay                            |
| remittance                    | payment                          |
| remuneration                  | pay, wages, salary               |
| remunerative employment       | paid work                        |
| render                        | send, make, give                 |
| representations               | comments                         |
| reside                        | live                             |
| residence                     | home, property, address          |
| save (coordinator)            | except                           |
| shall (legal obligation)      | must                             |
| stipulate                     | state, set, lay down             |
| sufficient                    | enough                           |
| supplementary                 | extra, more                      |

|                       |                              |
|-----------------------|------------------------------|
| terminate             | end, stop                    |
| the law provides that | the law says                 |
| thereafter            | then, afterwards             |
| timeously             | in good time                 |
| tranche               | slice, portion, share, chunk |
| utilize               | use                          |
| verify                | check, prove                 |
| whensoever            | when, whenever               |
| whereby               | by which, because of which   |
| whilst                | while                        |
| wilfully              | deliberately                 |
| with reference to     | about, concerning            |
| with regard to        | about, concerning            |
| with respect to       | about, for, concerning       |