

Simpler Words and Phrases

Good writing does not demand big words or fancy phrases. Write naturally – in the words you speak with. These words are usually small, often one-syllable. Not only do they save writing and reading time, they give power to your writing and clarify your ideas.

The words in ***italic boldface*** are the ones we believe most overworked. Be careful.

<u>Instead of</u>	<u>Try</u>	<u>Instead of</u>	<u>Try</u>
accompany	go with	construct	build
accomplish	carry out, do	contains	has, holds
accomplish (a form)	fill out	continue	keep on
accordingly	so	contribute	give
accrue	add, gain	cooperate	help
accurate	correct, exact	currently	(leave it out)
achieve	do, make	delete	cut, drop
actual	real	demonstrate	prove, show
additional	added, more	depart	leave
adjacent to	next to	designate	appoint, pick
advantageous	helpful	desire	wish
advise	recommend, tell	determine	decide, find
affix	put, stick	develop	grow, make
afford an opportunity	allow, let	disclose	show
aircraft	plane	discontinue	drop, stop
anticipate	expect	disseminate	send, issue
a number of	some	do not	don't
apparent	clear, plain	due to the fact that	because, due to
appear	seem	echelons	levels
appreciable	many	effect	make
appropriate	proper, right	elect	choose, pick
approximately	about	eliminate	cut, drop, end
as a means of	to	employ	use
ascertain	find out, learn	encounter	meet
as prescribed by	under	encourage	urge
assist, assistance	aid, help	endeavor	try
attached herewith is	here's	enumerate	count
attempt	try	equitable	fair
at the present time	now	equivalent	equal
benefit	help	establish	set up, prove
by means of	by, with	evaluate	check, test, rate
cannot	can't	evidenced	showed
capability	ability	evident	clear
category	class, group	examine	check, look at
comply	follow	exhibit	show
component	part	expedite	hurry, speed up
comprise	form, make up	expeditious	fast, quick
concerning	about	expend	pay out, spend
conclude	close, end	facilitate	ease, help
concur	agree	factor	reason, cause
confront	face, meet	failed to	didn't
consequently	so	feasible	can be done
consolidate	combine	final	last
constitutes	is, forms	finalize	complete, finish

Instead of

for example
forfeit
for the purpose of
forward
function
fundamental
furnish
has the capability
herein
however
identical
identify
immediately
impacted
implement
in accordance with
in addition
in an effort to
inasmuch as
inception
in conjunction with
incorporate
incumbent upon
indicate
indication
initial
initiate
in lieu of
in order that
in order to
in regard to
interpose no objection
in the amount of
in the course of
in the event that
in the near future
in view of
in view of the above
it is
it is essential
it is recommended
it is requested
justify
legislation
limited number
limitations
locate
location
magnitude
maintain
majority
maximum
minimize
monitor
nebulous
necessitate

Try

such as
give up, lose
for, to
send
act, role, work
basic
give, send
can
here
but
same
find, name, show
at once, now
changed, affected
carry out, do
by, under
also, besides, too
to
since
start
with
blend, join
must
show, write down
sign
first
start
instead of
for, so
to
about, on
don't object
for
during, in
if
soon
since
so
(leave out)
must
I/we recommend
I/we ask
prove
law
few
limits
find, place
place, scene, site
size
keep, support
most
greatest, most
decrease, lessen
check, watch
vague
cause, need

Instead of

notify
numerous
objective
obligate
observe
obtain
operate
operational
optimum
option
participate
perform
permit
personnel
pertaining to
place
portion
position
possess
preclude
previous
previously
prioritize
prior to
probability
proceed
proficiency
programmed
promulgate
provide
provided that
provides guidance for
(the) provisions of
purchase
reason for
recapitulate
reduce
reflect
regarding
relating to
relocation
remain
remainder
remuneration
render
request
require
requirement
retain
review
selection
similar
solicit
state
subject

Try

let know, tell
many, most
aim, goal
bind, compel
see
get
run, work
working
best, greatest
choice, way
take part
do
let, allow
people, soldiers
about, of, on
put
part
place
have, own
prevent
earlier, past
before
rank
before
chance
rules, way
do, go on, try
skill
planned
announce, issue
give, say, supply
if
guides
(leave out)
buy
why
sum up
cut
say, show
about, of, on
about, on
move
stay
rest
pay
give, make
ask
must
need
keep
check, go over
choice
like
ask for
say
the, this, you

Instead of

subject to
submit
subsequent
subsequently
substantial
sufficient
take appropriate measures
terminate
that
therefore
there are/is
thereof
this office
time period
transmit
transpire
type
until such time as
(the) use of
utilize, utilization
validate
verbatim
via
viable
warrant
whenever
whereas
with reference to
with the exception of
witnessed

Try

may be
give, send
later, next
after, later, then
large, real, strong
enough
act
end, stop
(leave out)
so
(leave out)
its, their
us, we
time, period
send
happen, occur
(leave out)
until
(leave out)
use
confirm
exact
in, on, through
workable
call for permit
when
since
about
except for
saw

