

Getting the basics right - Easy-to-understand words

Instead of.....	Say...	Instead of.....	Say...	Instead of.....	Say...
Address an issue	Handle, tackle, deal with	Future prospects	Prospects	One of the last remaining	One of the last
Adjacent to	Near, by	Give consideration to	Consider	One of the reasons	One reason
Ahead of	Before	Implement	Start	Optimise	Make the best use of, use effectively
Amongst	Among	In addition	Also	Peruse	Read
Approximately	About	Indicate	Show	Possessed	Had
Assistance	Help	Inform	Tell, advise	Presently	Soon
Attempted	Try	Initial	First	Rectify	Fix
At the present time	Now, today	In order to	To	Regarding	About
Behind schedule	Late	In spite of the fact that	Despite, although, however	Relocate	Move
Halt, cease	Stop	In the direction of	Towards	Render assistance to	Help
Close proximity	Close	In the lead-up/run-up to	Before	Request	Ask
Commence	Start, begin	In the near future	Soon	Shortly	Soon
Completely empty	Empty	In the process of	<i>Avoid - usually unnecessary</i>	Signage	Signs
Constructed	Built	In the wake of	After	Subsequent	Next
Currently	Now	In view of the fact that	Since	Sufficient	Enough
Dispatched	Sent	It appears	It seems	Take action on	Act on
During the course of	During	Less expensive	Cheaper	10 hectares of land	10 hectares
Early hours	Early	Make an approach to	Approach	Terminate	End
Enquire	Ask	Manufacture	Make	The majority of	Most
Eventuate	Happen, occur	Meet with	Meet	Therefore/thus	So
Filled to capacity	Full	Mutual cooperation	Cooperation	Until such time as	Until
Finalise	Finish, end, decide	Necessitate	Require	Usage/Utilise	Use
For a period of three weeks	For three weeks	Notify	Tell, advise	Whilst	While
For the purpose of	For	Numerous	Many		