**Getting the basics right - Easy-to-understand words**



**Instead of..... Say...**

**Instead of..... Say...**

**Instead of..... Say...**

**Address an issue** Handle, tackle, deal with

**Adjacent to** Near, by

**Future prospects** Prospects

**Give consideration to** Consider

Start

**Implement**

**One of the last remaining**

One of the last

**Ahead of** Before

**Amongst** Among

**Approximately** About

**Assistance** Help

**Attempted** Try

**At the present time** Now, today

**Behind schedule** Late

**Halt, cease** Stop

**Close proximity** Close

**Commence** Start, begin

**Completely empty** Empty

**Constructed** Built

**Currently** Now

**Dispatched** Sent **During the course of** During **Early hours** Early

**Enquire** Ask

**Eventuate** Happen, occur

**Filled to capacity** Full

**Finalise** Finish, end, decide

**For a period of three** For three weeks

**weeks**

**For the purpose of** For

**In addition** Also

**Inform** Tell, advise

First

**Initial**

Show

**Indicate**

**In order to** To

Despite, although, however

**In spite of the fact that**

**In the direction of** Towards

**In the lead-up/run-up** Before

**to**

**In the near future** Soon

*Avoid - usually unnecessary*

**In the process of**

**In the wake of** After

Since

**In view of the fact that**

**It appears** It seems **Make an approach to** Approach **Meet with** Meet

Cooperation

**Mutual cooperation**

Make

**Manufacture**

Cheaper

**Less expensive**

**Necessitate** Require

Tell, advise

**Notify**

**Numerous** Many

**One of the reasons** One reason

**Optimise** Make the best use of, use effectively

**Peruse** Read

**Possessed** Had

**Presently** Soon

**Rectify** Fix

**Regarding** About

**Relocate** Move

**Render assistance to** Help

**Request** Ask

**Shortly** Soon

**Signage** Signs

**Subsequent** Next

**Sufficient** Enough

**Take action on** Act on

**10 hectares of land** 10 hectares

**Terminate** End

**The majority of** Most

**Therefore/thus** So

**Until such time as** Until

**Usage/Utilise** Use

**Whilst** While

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