



## Simplified English

What Is Simplified English? Simplified English (SE) was developed so that documents written in English could be understood by people who speak little English. To make the documents easier to understand, Simplified English uses a limited vocabulary and a set of writing rules. The writer can only use words on the approved list and technical terms (words common to the field). Each word on the list has only one approved definition. For example, “about” is used for “concerned with.” It cannot be used for “around” or “approximately.” Verb tenses are also restricted. The rules listed below were developed for the AECMA. The principles for simplified English can be used even if AECMA rules are not strictly followed. Many of the words on the AECMA approved list would not be needed for Church products. Many words needed for Church products are not on the AECMA approved list.

### Example of Simplified English

#### Original paragraph:

Place the water heater in a clean, dry location as near as practical to the area of greatest heated water demand. Long uninsulated hot water lines can waste energy and water. Clearance for accessibility to permit inspection and servicing such as removing heating elements or checking controls must be provided.

#### Same paragraph in Simplified English:

Put the water heater in a clean, dry location near the area where you use the most hot water. If the hot water lines are long and they do not have insulation, you will use too much energy and water. Make sure you have access to the heating elements and the controls for inspection and servicing.

(The above example is from “Learning to Use Simplified English: A Preliminary Study,” by Margaret Thomas, Gloria Jaffe, J. Peter Kincaid, and Yvette Stees, Technical Communication, First Quarter 1992, pg 70)

### AECMA Simplified English Rules

#### Words

1. Use only approved words.
2. Use approved words only as the part of speech given. (example: close is a verb [and not an adverb].  
Write: Do not go near the landing gear if... NOT: Do not go close to the landing gear if...)
3. Keep the approved meaning; do not add any other meaning. (example: Follow means “to come after.” It does not mean “to do what the rules tell you.” Write: Obey the safety instructions. NOT: Follow the safety instructions.

#### Technical Names

4. You can use words that are “Technical Names.” (These words are not part of the attached list of words.) A word, symbol, or term is a “technical name” if it is in one of these categories: names of: official parts, locations on aircraft, tools or equipment, materials, support facilities, circuits or systems, persons, groups, or bodies, technical records, standards, regulations, and the following categories of terms: mathematical, scientific, engineering, navigational and flying, measurement or dial markings, number, parts of the body, common personal effects, medical, documents and manuals, names, headings, & topics used



in specifications, environmental conditions, colors, damage terms. (The categories are from the aerospace industry. Another list would be needed for Family History.)

5. Use a technical name only as a noun or an adjective, not as a verb.
6. Use the official name (shortened if necessary) as much as possible.
7. Do not use different technical names for the same thing.
8. If you have a choice, use the shortest and simplest names.

### **Verbs**

9. You can use the verb in these tenses: the infinitive, the present tense, the past tense, the simple future tense, and the past participle (as an adjective). (example: To adjust; It adjusts; It adjusted; It will adjust. It is adjusted.)
10. Do not use forms of the verb not shown in the “Approved Words” (such as verbs in the “-ing”
11. Use the past participle only as an adjective: either with a noun or after the verbs “to be, to become.” (example: Connect the disconnected wires again. The wires are disconnected. The wires become disconnected.)
12. participle with a helping verb to make a complex verb. (example: Write:...is adjusted. NOT:...has adjusted. Write:...you can adjust NOT: can be adjusted. Write: Adjust the... NOT:...must be adjusted)
13. You can use verbs that are “Manufacturing Processes.” A manufacturing process does the following to material: removes, adds, attaches. changes the mechanical strength, structure or physical properties, changes the surface finish, changes the shape. (The categories are from the aerospace industry. Another list would be needed for Family History.)
14. Use the active voice as follows:
  - Procedures: use only the active voice
  - Description and Operation: use the active voice as much as possible; use the passive voice only when absolutely necessary.
15. To change a passive construction to the active:
  - Change the subject at the beginning of the sentence.
  - Change an infinitive verb to an active verb.
  - Change the verb to the commanding form.
  - Use the personal pronouns “we, you.”
16. Let the verb show the action. (example: Write: the ohmmeter shows... NOT: The meter gives an indication of...) Sometimes it is not possible to follow this advice in SE, because of the limited choice of words. For example, in SE you must write: “Do the leak test,” instead of “Test for leaks.” This is because “test” is only used as a noun.
17. 17. Do not omit a verb (or nouns) to make your sentences shorter. (example: Write: Set the rotary switch to INPUT. NOT: Rotary switch to INPUT.)

### **Abstraction**

18. Repeating words. In SE, you will often have to repeat the same word many times in one text. This is because the number of words is limited, and their meanings are strictly defined. This repeating of words helps the reader to understand the text. He becomes familiar with patterns of words and their meanings. You must not confuse your reader by using different words to describe the same thing. Once you have chosen the words to describe something, continue to use these same words.



19. Make your instructions as specific as possible. (example: Write: If you increase the temperature it will decrease the curing time. NOT: Different temperatures will change the curing time.)

### **The Grouping of Words**

Remember that your reader may only have a poor knowledge of English. He will read/translate a text bit by bit, and will not understand a phrase if the relationship between the words is not clear.

20. If it is possible, you must put an “article” (the, a, an) or a “demonstrative adjective” (this, that, these, those) before a noun. (examples: Write: Stop the start procedure if... NOT: Stop start procedure if. Write:

- Hold the main gear doors up.
- Set the alternate control lever to DOWN.
- Set the alternate control lever to NORMAL.

Not: Support main gear doors, position alternate control lever fully DOWN and return to NORMAL.)

21. Break up noun clusters that have more than three nouns. Such “noun” clusters are almost impossible to read for some non English readers. This is probably because these readers begin with the first noun as they do in their own language. But the noun that the reader needs is at the end of the “noun cluster.” (example: Write: The temperature of the exhaust gas from the engine. NOT: The engine exhaust gas temperature...)

If an official technical name is a noun cluster (example: the main gear inboard door retraction winch handle), there are three ways to help your reader:

22. Use hyphens to show the relationship between the words. (example: The main-gear inboard-door retraction-winch handle.)
23. Explain the name. (example: [the handle that is used to operate the winch that retracts the inboard door of the main gear
24. Explain to the reader that you will use a shorter name. (example:...retraction-winch-handle In this chapter. the handle is referred to as the “winch handle.”)

### **Length of Sentences**

25. Keep sentences as short as possible.
26. The maximum length of sentences is 20 words.
27. An average of one sentence in ten can be up to 25 words long.
28. When you count words for sentence length, the colon and the dash count as a full stop (period).
29. When you count words for sentence length, each word in a hyphenated group counts as a separate word unless it is a prefix.
30. When you count words for sentence length, text inside parentheses counts as a new sentence.
31. Keep to one topic or one instruction per sentence.
32. Write more than one instruction per sentence only when two actions have to be done at the same time. (example: Hold the switch to “TEST” and make sure the light comes on.)
33. Use connecting words to join separate sentences. (Write short sentences that are logically connected by connecting words. Connecting words will help to show the relationship between the different topics in the separate sentences. Such connecting words are: “Thus, also, so but, and, then, now.” You may start a sentence with “but” or “and.” Just make sure that you do not start too many sentences with “and,” as this will weaken your text.)



34. Use a tabular layouts (vertical layouts) for complex texts. (example: When the landing gear retracts, these movements occur:
- The door-operating bar on the leg touches and turns the latch.
  - This causes the roller to move out of the slot.
  - The second roller holds the door-operating bar.)
35. In descriptive writing, try to vary sentence lengths and constructions to keep the text interesting.
36. In an instruction, write the verb in the imperative form (as though “must” were written in front of it).
37. In an instruction, the subject of the verb is implied as “you,” but this is not necessarily written into the sentence. (example: Remove the bolts = (You must) remove the bolts.)

### Paragraphs

38. Use paragraphs to show your reader the logic of the text.
39. Each paragraph must have only one topic. The paragraph must deal with that topic in a logical manner and must make the relationship between sequences of information clear to the reader. You must not put unrelated pieces of information into the same paragraph. If one paragraph is not sufficient for all the necessary information, divide the subject matter and deal with each separate aspect in its own paragraph.
40. Always start the paragraph with the topic sentence. By reading only the topic sentences, the reader should be able to understand the broad outline of your text. If the reader is looking for some specific information, the topic sentence should be able to help him decide which paragraph he needs.
41. Use connecting words to make the relationship between sentences and paragraphs clear.
42. The maximum length of a paragraph is 6 sentences.
43. Do not use one-sentence paragraphs more than once in every 10 paragraphs.
44. Present new and complex data slowly.

### Punctuation

We use punctuation marks to show how parts of the text are related to each other. They help to make your text more readable and to make the meaning clear. Punctuation marks must not be scattered according to “taste.”

45. If you start an instruction with a descriptive statement (dependent clause), you must separate that statement from the rest of the instruction with a comma. (example: When the light comes on, set the switch to NORMAL.)
46. Use hyphens as a joining signal. When we wrote these rules, we kept in mind the main objective: that readers should never have to reread a text to work out which words were intended to be read together.) Rules for when to use hyphens:
- Two word terms used together. Low-altitude flight, quick-acting clamp, high-pressure chamber
  - Two word fractions or numbers. forty-seven, one-half
  - Adjectives that consist of three or more words. three-to-one ratio, soap-and-water solution
  - Terms that consist of a capital letter or number and a noun. L-shaped bracket, 3-prong connector
  - Compound verbs that consist of a verb plus a noun. die-cast. arc-weld
  - Terms in which the prefix ends with a vowel and the root word begins with a vowel. de-ice, de-energize, pre-amplifier



- Terms in which two one-syllable words are written together but the first is not a simple modifier of the second by-pass, run-on torque
47. Use parentheses to set off text that is not part of the main statement but is important enough to be indicated or to mark text for which separation by commas is insufficient.
48. Use the colons and dashes only in tabular layouts (vertical layouts) with standard punctuation as follows:
- Each breakout starts with an upper case letter
  - Do not put a period at the end of each breakout, but only at the end of the last breakout to show the end Of the sentence
  - If the sequence of the breakouts is important, number them in agreement with your in-house specifications.

### **Warnings and Cautions**

Warnings and cautions tell a technician that parts of the procedures can be dangerous. A warning tells him that injury or death is possible if he does not follow the instructions. A caution tells the technician that damage to equipment is possible.

- Start a warning or a caution with a simple and clear command.
- Add a brief explanation to a warning or a caution to give a clear idea of the possible risk.

example: **WARNING:** DO NOT GET ANY ENGINE OIL ON YOUR SKIN FOR LONG PERIODS. THE OIL IS POISONOUS. IT CAN GO THROUGH YOUR SKIN AND INTO YOUR BODY.

### **How to make a Simplified English Vocabulary**

The information below came from the attached article, “Developing a Simplified English Vocabulary” by D.A.T. Peterson, Technical Communication, Second Quarter, 1990, pp 130-133.

To create a simplified English vocabulary for his field, D.A.T. Peterson analyzed the text of four technical manuals and extracted the core vocabulary. The four manuals covered different topics. A word processing program was used for analysis. The program provided an automatic count of how many times each word was used in the document.

To develop the core vocabulary, Mr. Peterson did the following:

1. Deleted numerals, abbreviations, and punctuation.
2. Arranged remaining text in alphabetical order.
3. Merged and sorted the four lists.
4. Deleted words for items, actions, conditions, and processes (technical words). The remaining words became the initial core vocabulary.
5. Compared the initial core vocabulary to Charles K. Ogden's 850-word Basic English vocabulary and to the AECMA Simplified English. This was to ensure that no obviously required words were omitted.
6. Used several standard and technical dictionaries to assign an appropriate definition for each word.
7. Looked for synonyms in a thesaurus. (Generally, when synonyms were found, the shorter word was retained.)
8. Checked the core vocabulary for antonyms. When the combination of not and another word would serve, the antonym was deleted. If a word could not be replaced or if the alternate construction was too awkward, the word was retained. (example: use “not complete” instead of “incomplete”)
9. Grouped the words by function. (The groupings he used were: Operations-Definite, Operations-Not Definite, Things-Definite, Things-Not Definite, Conditions-Definite, Conditions-Not Definite, Location, Function Words, Joining Words, Helping Words.)



10. Subdivided each group into verbs, nouns, prepositions, etc. The words in each subdivision were then put in alphabetical order.
11. Used the words deleted from the original list to make a list of not-approved words. Example: "Conclusion: Use END"

To develop a technical word vocabulary Mr. Peterson did the following:

1. Prepared a complete parts list and a list of required tools and test equipment. Defined these part names and added them to the approved vocabulary.
2. Analyzed existing documents to identify the condition, process, and action words.
3. Made a list of words that described a technical process. Defined these words.
4. Made a list of words that described a condition affecting operation or maintenance. Defined these words.
5. Made a list of words that described an action required for operation or maintenance. Defined these words.
6. Reviewed the words and replaced them with words from the core vocabulary, where possible.
7. Added the words to the approved vocabulary.

## ASCMA Simplified English

### Words from AECMA Simplified English

- 156 adjectives
- 97 adverbs
- 3 articles
- 17 conjunctions
- 169 nouns
- 27 prepositions
- 21 pronouns
- 138 technical nouns
- 164 (abt 650 conjugated) verbs

**Adjectives** (partial list) - accurate, adjustable, alternative, apparent, applicable, approved, approximate, available, bad, worse, worst, basic, careful, clean, clear, constant, continuous, correct, different, directly, down, each, easy, easier, easiest, empty, equal, equivalent, expanded, expired, external fast, faster, fastest, first, forward, free, frequent, front, full, general, good, better, best, high, higher, highest, important, incorrect, initial, inner, interchangeable, intermittent, internal irregular, large, larger, largest, last, least, left, less, lesser, least, local, long, longer, longest, loose, low, lower, lowest, maximum, middle, military, minimum, moderately, movable, much, more, most, near, nearer, nearest, necessary, new, no, off, on, only, opposite, optional, other, permanent, positive, possible, regular, related, remaining, right, same, satisfactory, second, secondary, sensitive, short, shorter, shortest, slow, slower, slowest, small, smaller, smallest, some, special, specified, straight, strong, stronger, strongest, subsequent, such, sudden, sufficient, sure, temporary, tertiary, thick, thicker, thickest, thin, thinner, thinnest, third, total, unknown, unsatisfactory, unusual, unwanted, usual



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**Adverbs** (partial list) - accurately, again, almost, also, always, apparently, approximately, away, back, clearly, constantly, correctly, differently, down, easily, equally, first, forward, fully, here, how, immediately, incorrectly, initially, locally, moderately, momentarily, not, off, o.k., on, only, out, permanently, positively, possibly, quickly, regularly, satisfactorily, slowly, smoothly, specially, subsequently, suddenly, sufficiently, temporarily, then, there, through thus, tightly, together, too, unsatisfactorily, unusually, up, usually, very

**Articles** - a, an, the

**Conjunctions** - after, although, and, as...as, because, because of, before, but, if, or, than, that, thus, unless, until, when, where, while

**Prepositions** - about, above, across, adjacent, aft of, after, against, along, around, as, at, before, behind, below, between, by, down, during, for, forward of, from, in, in front of, into, minus, near, of, off, on, opposite, out of, plus, since, through, thru, to, to the rear of, with, without

**Pronouns** - all, each, it, its, none, other, some, that, these, they, them, their, this, those, we, which, who, you, your



## AECMA Approved Words

### A

- a (art)
- about (pre) - concerned with (for other meanings use APPROXIMATELY, AROUND)
- above (pre) - a position higher than (for other meanings use MORE THAN)
- abrasive (adj)
- accept (v) accepts, accepted, accepted
- access (n)
- accident (n)
- accidental (adj)
- accidentally (adv)
- accurate (adj)
- accurately (adv)
- across (pre) - from one side to the other
- adapt (v) adapts, adapted, adapted - to change to a new situation
- add (v) adds, added, added
- adjacent (adj)
- adjacent to (pre) - near in space
- adjust (v) adjusts, adjusted, adjusted adjustable (adj)
- adjustment (n)
- after (pre, con) - follows a specified time, sequence, etc.
- again (adv)
- against (pre) - in contact with
- agent (n)
- agree (v) agrees, agreed
- aid (n) - help that is given
- air (n)
- airborne (adj)
- aircraft (n)
- airflow (n)
- align (v) aligns, aligned, aligned
- all (adj, pn)
- allowance (n) - a permitted difference
- almost (adv)
- along (pre)
- also (adv)
- alternative (n)
- alternatively (adv)
- although (con)
- always (adv)
- ammunition (n)
- an (art)
- analysis (n)
- and (con)
- apart (adv) - put at a distance from
- apparent (adj)
- apparently (adv)
- applicable (adj)
- apply (v) applies, applied, applied
- approval (n)
- approved (adj)
- approximate (adj)
- approximately (adv)
- are (v) see Be
- area (n)
- arm (v) arms, armed, armed
- armament (n)
- around (pre) - on all sides of
- arrow (n)
- as (pre) - to the same quantity, equally (same as) (for other meanings use - because, while)
- as...as
- assemble (v) assembles, assembled, assembled
- assembly (n)
- at (pre)
- attach (v) attaches, attached, attached
- authority (n) - official that gives approval to something
- automatic (adj)
- automatically (adv)
- auxiliary (adj)
- available (adj)
- average (n)
- away (adv) in or to a different position or direction

### B

- back (adv)
- bad, worse, worst (adj)
- badly (adv)
- balance (v) balances, balanced, balanced
- basic (adj)





be (v) is, was, are, were.- to occur, exist, to equal to  
have a property (no other forms of this verb)  
because/because of (pre, con) - as a result of  
become (v) becomes, became, become  
before (pre, con) - “Preceding” in time or sequence  
behind (pre) - in a position at rear (for other meanings use AFTER, SUBSEQUENT)  
below (pre) - in a position lower than (for other meanings use LESS THAN)  
bend (v) bends, bent, bent  
bend (n)  
better, best (adj)  
between (pre) - related to something before and after in time or place  
bleed (v) bleeds, bled, bled  
blockage (n)  
blocked (adj)  
blow (v) blows, blew, blown  
blunt (adj)  
bond (v) bonds, bonded, bonded  
bond (n)  
bottom (n) - the lowest place  
break (v) breaks, broke, broken  
breathe (v) breathes, breathed, breathed  
bright/brighter/brightest (adj)  
brightly (adv)  
brush (n)  
bubble (n)  
burn (v) burns, burned, burned  
but (con) - on the “contrary”  
by (pre) - word used when you divide or multiply

## C

calculate (v) calculates, calculated, calculated  
can (v) can, could - to be able to (no other forms of this verb)  
cancel (v) cancels, canceled, canceled  
careful (adj)  
carefully (adv)  
capacity (n) - the maximum quantity that can be held or made  
catch (v) catches, caught, caught

cause (v) causes, caused, caused  
cause (n) - something that causes a result  
caution (n)  
center (n)  
change (v) changes, changed, changed change (n) - that which occurs when something changes  
charge (v) charges, charged, charged - to add electrical energy to (use FILL for other meanings)  
circle (n)  
circular (adj)  
class (n)  
clean (v) cleans, cleaned, cleaned  
clean (adj)  
clear (adj) - not blocked, without interference  
clearly (adv) - not blocked, without interference  
clearance (n) - space between two objects  
clockwise (adv)  
close (v) closes, closed, closed  
code (n)  
cold, colder, coldest (adj)  
collect (v) collects, collected, collected  
color (n)  
come (v) comes, came, come (lights and lamps COME ON and GO OFF)  
compare (v) compares, compared, compared  
complete (v) completes, completed, completed  
compress (v) compresses, compressed, compressed  
computer (n)  
condition (n)  
confined (adj)  
connect (v) connects, connected, connected  
connection (n) - that which connects  
constant (adj)  
constantly (adv)  
contain (v) contains, contained, contained - to have in, to hold in  
container (n)  
contents (n)  
continue (v) continues, continued, continued  
continuous (adj)  
continuously (adv)  
contour (n) - outer shape  
control (v) controls, controlled, controlled



control (n) - something that controls  
cool (adj)  
copy (n) - something made to look the same another item  
corner (n)  
correct (v) corrects, corrected, corrected  
correct (adj)  
correctly (adv)  
correction (n)  
count (v) counts, counted, counted  
count (n) - number of items or occurrences counted  
counterclockwise (adj, adv)  
cover (n)  
crack (n)  
curve (n)  
cut (v) cuts, cut, cut  
cycle (n)

## D

damage (n)  
damaged (adj)  
dangerous (adj)  
dangerously (adv)  
data (n)  
date (n)  
day (n)  
deceleration (n)  
decision (n)  
decrease (v) decreased  
defect (n)  
defective (adj)  
deflate (v) deflates, deflated, deflated  
dent (n)  
dented (adj)  
depth (n)  
detail (n)  
deterioration (n)  
device (n)  
diagonal (adj)  
diagonally (adv)  
diameter (n)  
difference (n)

different (adj)  
differently (adv)  
dim, dimmer, dimmest (adj)  
dimension (n)  
dimly (adv)  
direction (n)  
directly (adv)  
dirty (adj)  
disarm (v) disarms, disarmed, disarmed  
discard (v) discards, discarded, discarded  
display (n)  
distance (n)  
distortion (n)  
divide (v) divides, divided, divided  
do (v) does, did, done  
down (adj,adv,prc) - to a lower position  
drain (v) drains, drained, drained  
drift (n)  
drink (v) drinks, drank, drunk  
drop (n)  
dry (v) dries, dried, dried  
during (pre) - In or for a specified time

## E

each (adj,pn)  
ear (n)  
easily (adv)  
east (n)  
easy, easier, easiest (adj)  
eat (v) eats, ate, eaten  
edge (n)  
effect (n)  
electrical (adj)  
electrically (adv)  
electricity (n)  
electronic (adj)  
electronically (adv)  
electronics (n)  
emergency (n)  
empty (adj)  
end (n)  
energy (n)



engine (n)  
entrance (n)  
entry (n)  
equal (adj)  
equally (adv)  
equipment (n) equivalent (n, adj)  
erase (v) erases, erased, erased  
error (n)  
estimate  
(n)  
examine (v) examines, examined, examined  
example (n)  
exhaust (n)  
exit (n)  
expanded (adj)  
expired (adj)  
explosion (n)  
explosive (adj)  
exposure (n)  
extend (v) extends, extended, extended: to cause something to increase in length, area or range  
extension (n)  
external (adj)  
externally (adv)  
eye (n)

## **F**

face (n)  
fact (n)  
failure (n)  
fall (v) falls, fell, fallen: to move down by the force of gravity  
far, farther, farthest (adj): at or to a large distance  
fast, faster, fastest (adj): at high speed  
feel (v) feels, felt, felt: to touch to find out  
file (n)  
fill (v) fills, filled, filled: to put into a container to a known level, pressure or quantity  
film (n)  
filter (n)  
find (v) finds, found, found: to discover, to examine something

finish (n)  
fire (n)  
fire (v) fires, fired, fired  
first (adj, adv)  
fit (n)  
flag (n)  
flame (n)  
flat (adj)  
flexible (adj)  
flight (n)  
flow (v) flows, flowed, flowed  
flow (n)  
fluid (n)  
focus (n)  
fold (v) folds, folded, folded: to double over on itself  
follow (v) follows, followed, followed: to come after  
for (pre) - word that shows purpose, intent, time, result or the object of an action (do not use for because  
force (n)  
form (n)  
forward (adv): in the direction of the front  
forward of (pre) nearer to the front  
free (adj) that can move without limits  
freely (adv) that can move without limits  
freeze (v) freezes, froze, frozen  
frequency (n)  
friction (n)  
from (pre) shows a point of departure for movement, time distance, action, or separation  
front (adj)  
front (n)  
fuel (n)  
full (adj)  
fully (adv): at or related to maximum travel, length, quantity or detail  
function (n)

## **G**

gain (n)



gas (n)  
general (adj) applicable to the whole  
geometry (n)  
get (v) gets, got (note: no other parts of this verb)  
give (v) gives, gave, given: to transfer to or to provide  
go (v) goes, went, gone - to move to or from, to come into a condition (note: lights and lamps COME ON and GO OFF)  
good, better, best (adj) not bad  
graph (n)  
gravity (n)  
grease (n)  
grip (n)  
groove (n)  
ground (n) - surface of the earth  
ground (v) grounds, grounded, grounded: to make an electrical connection to ground or between conductors  
group (n)  
guard (n)  
guide (n)

## H

half (n)  
hand (n)  
hang (v) hangs, hung, hung: to attach to something above with no support from below  
hard, harder, hardest (adj): Not easy to cut, not easy to go into or through  
hardware (n)  
have (v) has, had, had: to possess as a part of quality  
head (n) - the top of something  
hear (v) hears, heard, heard  
heat (n)  
heavy, heavier, heaviest (adj) heavily (adv) has a large mass, weight or force  
height (n)  
help (v) helps, helped, helped  
here (adv) this position  
high, higher, highest (adj), highly (adv): More than a given value or above

hit (v) hits, hit, hit: to touch suddenly and heavily  
hold (v) holds, held, held: to have or to keep in the hand or a grip, to keep in a specified place, position or condition  
hole (n)  
hook (n)  
horizon (n)  
hot, hotter, hottest (adj) at a high temperature  
how (adv) by which procedure

## I

ice (n)  
identification (n)  
identify (v) identifies, identified, identified: to supply with identification  
if (con) - In the event that, on the condition that  
ignition (n)  
ignore (v) ignores, ignored, ignored: Not to think about something or not to do something about immediately (adv) without a gap of time or space  
important (adj) has a large effect on something  
in (pre) function word that shows location, position, condition, time or limits  
in front of (pre) - ahead of  
incident (n)  
include (v) includes, included, included: to make or to be part of  
incorrect (adj) incorrectly (adv) not correct  
increase (v) increases, increased, increased: to make or to become larger or higher  
increment (n)  
independently (adv)  
indication (n)  
inhibition (n)  
initial (adj)  
initially (adv) has a relation with the start  
injury (n)  
inner (n)  
input (n)  
inside (n)  
inspection (n)  
instability (n)



install (v) installs, installed, installed: To attach an item in or to a second item  
installation (n): the procedure which installs an object, something that is installed for a function  
instruction (n)  
instrument (n) an item which measures and/or shows  
insulation (n)  
intensity (n)  
interchangeable (adj) can replace the other without change  
interface (n)  
interference (n)  
intermittent (adj), intermittently (adv): That stops and starts again, not continuous  
internal (adj) internally (adv) of or on the inner side into (pre)  
irregular (adj) irregularly (adv) not regular  
is (v) refer to BE  
it (pn)  
item (n)  
its (pn) that “belongs” to that “thing”

## J

jack (n)  
joint (n)

## K

keep (v) keeps, kept, kept: To continue to have, do or hold  
kill (v) kills, killed, killed: to cause death  
kink (n)  
know (v) knows, knew, known: To be sure of data, to have data ready to use

## L

label (n)  
lamination (n)  
landing (n)

large, larger, largest (adj) More than average in dimension, capacity or quantity  
last (adj) comes at the end  
latch (n)  
latch (v) latches, latched, latched: To hold in position with a latching device  
layer (n)  
leak (n)  
leakage (n)  
least (adj) refer to less  
left (adj)  
length (n)  
less, lesser, least (adj) of smaller dimension, number or quantity  
let (v) lets, let, let To permit an action to occur  
letter (n)  
level (adj)  
level (n)  
life (n)  
lift (v) lifts, lifted. lifted: to move to a higher position  
light, lighter, lightest (adj) lightly (adv): With small weight, mass. or force (Note: use Thin, Small for other meanings)  
light (n)  
lighting (n)  
limit (n)  
line (n)  
liquid (n)  
listen (v) listens, listened, listened: To try to hear something  
load (n)  
local (adj), locally (adv): applicable to a given place  
location (n)  
lock (v) locks, locked, locked: To attach or hold with a locking device  
look (v) looks, looked, looked: use your eyes to see or find out  
long, longer, longest (adj)  
loop (n)  
loose (adj) loosely (adv)



low, lower, lowest (adj): Below a given value lower  
(v) lowers, lowered, lowered: move to a lower position  
lubricant (n)  
lung (11)

## M

machine (n)  
magnet (n)  
maintenance (n)  
make (v) makes, made, made: to cause to occur or to become  
malfunction (n)  
mandatory (adj)  
manual (adj) manually (adv): Operated by hand  
manual (n) - publication  
many, more most (adj) of large number  
mark (n)  
mass (n)  
material (n)  
maximum (n)  
measure (v) measures, measured, measured  
mechanism (n)  
medical (adj)  
melt (v) melts, melted, melted: change from solid to liquid  
metal (n)  
middle (n)  
military (n)  
minimum (n,adj)  
minus (pre) - subtraction  
mix (v) mixes, mixed, mixed  
mixture (n)  
mode (n)  
moderately (adv) between in quality, position, level  
modification (n)  
moist (adj) moderately wet  
momentarily (adv): for a short time  
more, most: refer to much  
move (v) moves, moved, moved  
movement (n)

much, more most (adj) of large dimension or quantity  
multiplication (n)  
must (v) Note: No other forms of this verb) “Helping verb that shows obligation”

## N

name (n)  
near, nearer, nearest (adj): at or to a short distance  
near (pre) - closeness in time, space, or condition  
necessary (adj) that must be  
new (adj)  
no (adj) not any  
noise (n)  
none (pn)  
north (n)  
nose (n)  
not (adv)  
notch (n)  
note (n)  
notice (n)  
number (n)

## O

obey (v) obeys, obeyed, obeyed  
object (n)  
occur (v) occurs, occurred, occurred  
of (pre)  
off (adj,adv,pre) - away from, not in operation  
oil (n)  
O.K. (adv)  
on (adj,adv,pre) - shows contact, support, direction; in operation  
one (n)  
only (adj, adv): Nothing more or different  
open (adj) not closed  
open (v) opens, opened, opened  
opening (n) an aperture, something that is open  
operate (v) operates, operated, operated  
operation (n)  
operator (n)



opposite (adj,pre) opposed to, across from  
optional (adj): not mandatory or (con) function  
word to show an alternative  
order (n) - give an order (for other meanings, use  
sequence)  
other (adj, pn): that which is not the same as that  
given before  
out (adv)  
out of (pre)  
outer (adj)  
output (n)  
outside (n)  
overhaul (n)  
overlap (n)

## P

paint (n)  
paint (v) paints, painted, painted  
pair (n) - two objects that are almost the same or that  
you use together  
park (v) parks, parked, parked  
part (n) - one piece  
particle (n)  
patch (n)  
performance (n)  
permanent (adj) permanently (adv) with no limit in  
time  
permit (v) permits, permitted, permitted  
person (n)  
piece (n)  
pipe (n)  
placard (n)  
play (n) free movement  
plus (pre)  
point (v) points, pointed, pointed  
point (n)  
poisonous (adj)  
polish (v) polishes, polished, polished  
position (n)  
positive (adj) positively (adv)  
possible (adj) possibly (adv)  
post- (adj) after

power (n)  
pre- (adj) before  
precaution (n)  
precision (n)  
preparation (n)  
prepare (v) prepares, prepared, prepared  
preservation (n)  
pressure (n)  
pressurize (v) pressurizes, pressurized, pressurized  
prevent (v) prevents, prevented, prevented  
primary (adj) most important, first in level  
problem (n)  
procedure (n)  
program (n)  
projection (n)  
property (n)  
proportion (n)  
protection (n)  
pull (v) pulls, pulled, pulled  
pump (n)  
push (v) pushes, pushed, pushed  
put (v) puts, put, put

## Q

quality (n)  
quantity (n)  
quickly (adv)

## R

range (n)  
rate (n)  
read (v) reads, read, read  
rear (adj)  
rear (n)  
rearwards (adv)  
receive (v) receives, received, received  
recess (n) - indentation in a surface  
recommend (v) recommends, recommended, rec-  
ommended  
record (n)  
refer to (v) refers to, referred to, referred to



reflection (n)  
refuel (v) refuels, refueled, refueled  
regular (adj) regularly (adv)  
reject (v) rejects, rejected, rejected  
related (adj)  
relation (n)  
release (v) releases, released, released  
remaining (adj)  
removal (n)  
remove (v) removes, removed, removed  
repair (n) repair (v) repairs, repaired, repaired  
replace (v) replaces, replaced, replaced  
replacement (n)  
reply (n)  
report (n)  
resistant (adj)  
result (n)  
retract (v) retract, retracted, retracted  
retraction (n)  
right (adj)  
rigid (adj)  
risk (n)  
roller (n)  
rope (n)  
rough, rougher, roughest (adj)  
rounded (adj)  
routing (n)  
row (n)  
rub (v) rubs, rubbed, rubbed  
run (n)

## S

safe (adj)  
safety (v) safeties, safeties, safetied  
safety (n)  
satire (adj)  
sample (n)  
satisfactory (adj)  
satisfactorily (adv)  
saw (n)  
scan (n)  
schedule (v) schedules, scheduled, scheduled

scratch (n)  
screw (n)  
seal (v) seals, sealed, sealed  
seal (n)  
second (adj)  
secondary (adj)  
security (n)  
see (v) sees, saw, seen  
selection (n)  
semicircular (adj)  
send (v) sends, sent, sent  
sensitive (adj)  
separation (n)  
sequence (n)  
serration (n)  
serviceable (adj)  
servicing (n)  
set (n)  
set (v) sets, set, set  
shake (v) shakes, shook, shaken  
shape (n)  
sharp (adj)  
sheet (n)  
shield (n)  
shiny (adj)  
shock (n)  
short, shorter, shortest (adj)  
show (v) shows, showed, shown  
side (n)  
sideways (adv)  
sign (n) signal  
(n) since (pre) - (do not use instead of BECAUSE)  
skid (n)  
sling (n)  
slope (n)  
slot (n)  
slow, slower, slowest (adj) slowly (adv)  
small, smaller, smallest (adj)  
smell (v) smells, smelled, smelled  
smoke (v) smokes, smoked, smoked: to breathe  
“tobacco” smoke  
smoke (n)  
smooth, smoother, smoothest (adj) smoothly (adv)





snow (n)  
so (that) (con)  
soak (v) soaks, soaked, soaked  
soap (n)  
soft (adj)  
solid (adj)  
solid (n)  
solution (n) 1. liquid that includes “dissolved” material 2. answer to a problem  
some (adj,pn)  
something (n)  
sound (n)  
source (n) 1. something that supplies heat or light. 2. point where something starts. 3. something that supplies data  
space (n)  
span (n)  
spark (n)  
speak (v) speaks, spoke, spoken  
special (adj) specially (adv)  
specification (n)  
specified (adj)  
speed (n)  
sphere (n)  
spherical (adj)  
splice (n)  
spray (n)  
stable (adj)  
stain (n)  
standard (n)  
start (v) starts, started, started  
start (n)  
stay (v) stays, stayed, stayed  
stencil (n)  
step (n)  
stop (v) stops, stopped, stopped  
straight (adj)  
strap (n)  
strength (n)  
stressed (adj)  
strip (n)  
stripe (n)  
strong, stronger, strongest (adj)

structural (adj)  
structurally (adv)  
structure (n)  
subsequent (adj)  
subsequently (adv)  
subtract (v) subtracts, subtracted, subtracted  
such (adj)  
suction (n)  
sudden (adj)  
suddenly (adv)  
sum (n)  
supply (v) supplies, supplied, supplied  
supply (n)  
sure (adj)  
surface (n)  
switch (n)  
symbol (n)  
symmetrical (adj) symmetrically (adv)  
symmetry (n)  
symptom (n)  
synchronized (adj)  
system (n)  
systematically (adv)

## T

tag (n)  
tag (v) tags, tagged, tagged  
tape (n)  
task (n)  
tear (n)  
telescopic (adj)  
tell (v) tells, told, told  
temperature (n)  
temporary (adj)  
temporarily (adv)  
tension (n)  
tertiary (adj)  
test (n)  
than (con)  
that (con,pn)  
the (art)  
then (adv)



theory (n)  
there (adv)  
these (pn)  
they, them, their (pn)  
thick, thicker, thickest (adj)  
thickness (n)  
thin, thinner, thinnest (adj)  
think (v) thinks, thought, thought  
third (adj)  
this (pn)  
those (pn)  
thread (n)  
three (n)  
through (adv, pre) - in one side & out the other side,  
from end to end or start to end, by way of  
thru (pre) - from XXX to XXX inclusive  
thus - as a result of  
tight (adj)  
tightly (adv)  
tighten (v) tightens, tightened, tightened  
tightness (n)  
time (n) 1. "period that you can measure and when  
something occurs or is there. 2. repetition of an  
occurrence  
to (prep)  
to the rear of (pre)  
together (adv)  
tolerance (n)  
too (adv)  
tool (n)  
top (n)  
torque (n)  
torque (v) torques, torqued, torqued  
total (n, adj)  
touch (v) touches, touched, touched  
tow (v) tows, towed, towed  
track (n)  
transmit (v) transmits, transmitted, transmitted  
transparent (adj)  
travel (n)  
trestle (n)  
trouble-shooting (n)  
try (v) tries, tried, tried

tune (v) tunes, tuned, tuned  
turn (v) turns, turned, turned  
turn (n)  
twist (v) twists, twisted, twisted  
type (n)

## U

unit (n)  
unknown (adj)  
unless (con)  
unsatisfactory (adj)  
unsatisfactorily (adv)  
unserviceable (adj)  
until (con)  
unusual (adj)  
unusually (adv)  
unwanted (adj)  
up (adv)  
upstream (adv)  
use (v) uses, used, used  
usual (adj)  
usually (adv)

## V

value (n)  
vertical (adj)  
vertically (adv)  
very (adv)  
vibration (n)  
view (n)  
visual (adj)  
visually (adv)  
voice (n)  
volume (n) - space that an object occupies

## W

warm (adj)  
warning (n)  
water (n)  
we (pn)



---

weak, weaker, weakest (adj)  
wear (v) wears, wore, worn  
weather (n)  
weigh (v) weighs, weighed, weighed  
weight (n)  
weld (v)  
went: refer to go  
were: refer to be  
west (n)  
wet (adj)  
wheel (n)  
when (con)  
where (con)  
which (pn)  
while (con) - at the same time  
who (pn)  
width (n)  
will (v) (no other parts of this verb)  
wind (n)  
wind (v) winds, wound, wound  
wire (n)  
with (pre)  
without (pre)  
work (n)  
worse (adj)  
write (v) writes, wrote, written  
writing (n)

## **Y**

You, Your (pn)

## **Z**

zero (n)



## AECMA Simplified English Not Approved Words

Use: “Use” gives other approved words or constructions that can be used instead of the non-approved key-word. It is important for you to know that these words or constructions are only SUGGESTIONS to help you. You can probably think of other alternatives (approved words) yourself. Do NOT Use the alternative word if this causes you to write nonsense or unidiomatic English. In such a case you will have to rewrite the whole sentence.

### A

A abandon (v) Use: Stop	aeroplane (n) Use: aircraft
able (v) Use: can, approved	affect (n) Use: can cause
abnormal (adj) Use: unusual, incorrect, unsatisfactory	affected (adj) Use: dirty, damaged, changed
abrupt (adj) Use: sudden	afford (v) Use: get, give
absolutely (adv) Use: fully	aggravate (v) Use: make worse/stronger
acceptable (n, adj) Use: permitted, satisfactory, serviceable	agitate (v) Use: shake
acceptance (n) Use: accept	aid (v) Use: help
accessible (adj) Use: get access to	aim (n) Use: to, for, give
accommodate (v) Use: let	aim (v) Use: point, try
accomplish (v) Use: do or commanding verb construction	alarm (n) Use: warning
according to (prep) Use: refer to	alert (v) Use: tell
account for (v) Use: is, are	allocate (v) Use: give
accumulate (v) Use: collect	allow (v) Use: let, permit
accumulated (adj) Use: collected	allowable (adj) Use: permitted, approved
accumulation - (n) Use: quantity, collection	alter (v) Use: change
accuracy (n) Use: precision	alteration (n) Use: change
achieve (v) Use: get	alternate (n) Use: different, applicable, each other XXX
acknowledge (v) Use: tell	alternate (v) Use: go first to XXX, then to YYY: do
act (v) Use: is, are occur	among (prep) Use: in, with, between
action (n) Use: effect, step procedure	amount (n) Use: quantity
activate (v) Use: start, operate	analyze (v) Use: make an analysis
activity (n) Use: procedure, step, work	another (adj) Use: one more, different, add
actual (adj) Use: correct	any (pn, adj) Use: one, if
addition (n) Use: Use, increase, add	anytime (adv) Use: when
additional (adj) Use: more	appear (v) Use: show, come into view, be possible, think
adequate (adj) Use: sufficient, correct	application (n) Use: apply
adhere (v) Use: bond, follow, keep	approach (v) Use: go near
adopt (v) Use: Use, follow	appropriate (adj) Use: applicable
advance (n) Use: movement forward, adjust, adjustment	approve (v) Use: get approval
advance (v) move/turn forward	arrange (v) Use: put in sequence, tell
adverse (adj) Use: bad	arrive (v) Use: get
advisable (adj) Use: is best, is recommended	ask (v) Use: tell, speak
advise (v) Use: tell, must	assess (v) Use: calculate, make an estimate
	assessment (n) Use: estimate, calculate, find
	assign (v) Use: give
	assist (v) Use: help
	assistance (n) Use: aid



associated (adj) Use: their, related, correct  
assume (v) Use: think  
assure (v) Use: make sure  
asymmetric (adj) Use: not symmetrical at least (adv)  
Use: not less than, minimum  
atmosphere (n) Use: air  
attain (v) Use: show, be  
attempt (n,v) Use: try  
attendance (n) Use: be  
attention (n) Use: aid, careful, think  
audible (adj) Use: hear  
authorized (adj) Use: approved  
avoid (v) Use: prevent  
aware (adj) Use: know, tell

## B

back (adj) Use: rear, aft  
back (n) Use: rear, behind  
back of (prep) Use: behind, to the rear of, aft of  
backup (n) Use: alternative, emergency  
backward (adv) Use: rearward(s)  
beginning (n) Use: start, source  
begin (v) Use: start  
beneath (prep) Use: below, lower than  
beside (prep) Use: adjacent to  
beware (v) Use: be careful  
beyond (pre) Use: more  
big, bigger, biggest (adj) Use: large, larger/est  
block (v) Use: blocked, cause a blockage  
both (adj) Use: the two  
boundary (n) Use: limit, edge  
branch (v) Use: go in a different direction  
breadth (n) Use: width  
break (n) Use: stop  
breakdown (n) Use: stop, failure  
bring (v) Use: cause, move, put  
briskly (adv) Use: quickly  
broadcast (v) Use: transmit  
brush (v) Use: Use a brush, apply  
building (n) Use: structure  
build (v) Use: assemble, make  
bump (v) Use: hit

burst (adj) Use: that breaks open  
burst (v) Use: break, come open, apart  
bypass (v) Use: go around

## C

calculation (n) Use: calculate  
call (v) Use: tell  
cannot (v) Use: can not  
cap (v) Use: seal with a cap  
capability (n) Use: can, operation, function  
capable (adj) Use: can, approved  
care (n) Use: careful, carefully, precaution  
carry (v) Use: move  
carry out (v) Use: do or commanding verb construction  
case (n) (in case of) Use: if, occur, then  
categorize (v) Use: put into groups  
category (n) Use: group  
caution (v) Use: tell not to  
cautiously (adv) Use: carefully  
cavity (n) Use: hole, empty space  
cease (v) Use: stop  
cement (v) Use: bond  
center (v) Use: adjust, put, in the center  
certain (adj) Use: sure, some, given  
certification (n) Use: approval  
certify (v) Use: write, get approval, approved  
chance (n) Use: risk, accidentally  
characteristic (n) Use: property, quality  
check (v) Use: make sure, do a xxx check, measure, examine  
choice (n) Use: available, alternative, selection  
choose (v) Use: Use  
chosen (adj) Use: applicable, correct, set  
circle (v) Use: move around, go around  
circulate (v) Use: let flow  
class (n) Use: group  
classification (n) Use: group  
classify (v) Use: put into groups  
cleanliness (n) Use: clean  
clear (v) Use: remove, be clear  
clenched (adj) Use: held tightly, attached, closed



clip (v) Use: cut, attach with clips  
clockwise (adj) Use: adverb  
close (adj) Use: near  
close to (adv) Use: near  
closely (adv) Use: carefully  
code (v) Use: identify  
coincide (v) Use: align  
coincident (adj) Use: aligned, together, at the same time  
collective (adj) Use: all, together  
combine (v) Use: mix  
commence (v) Use: start  
common (adj) Use: the same, usual  
communicate (v) Use: tell  
communication (n) Use: speak, tell, hear  
comparison (n) Use: compare  
Compensate (v) Use: make allowance  
compile (v) Use: make, write, put together  
complete (adj) Use: full, completed, all  
completely (adv): fully  
completion (n) Use: end, complete  
complicated (adj) Use: not easy  
comply (v) Use: obey  
composite (adj) Use: different  
comprise (v) Use: is, are  
compute (v) Use: calculate  
concern (n) Use: think, problem  
conclusion (n) Use: end, result, decision  
concurrently (adv) Use: at the same time  
conductive (adj) Use: that can cause  
conduct (v) Use: do  
confer (v) Use: tell  
confirm (v) Use: make sure  
confirmation (n) Use: approval, know, tell  
conflict (n) Use: not agree  
conform (v) Use: agree  
conformity (n) Use: agree  
confuse (v) Use: make sure, agree  
confusion (n) Use: agree, not agree  
consecutive (adj) Use: one xxx after the other xxx  
consequence (n) Use: result, because of, effect  
consequent (adj) Use: subsequent, caused  
consequently (adv) Use: as a result, thus

consider (v) Use: is/are  
considerable (adj) Use: large, very much, important  
consist (v) Use: have  
consistent (adj) Use: agree  
construct (v) Use: assemble, make  
contact (n) Use: touch, hear, speak  
contact (v) Use: touch, tell  
contribution (n) Use: aid, add, give  
conventional (adj) Use: usual  
conversant (adj) Use: know  
convert (v) Use: change, find  
coordinate (v) Use: make, do  
copious (adj) Use: large quantity  
copy (v) use, write, make a copy  
correlate (v) Use: agree  
correspond (v) Use: agree with  
corresponding (adj) Use: of, agree with  
cover (v) Use: put covers on, give, have  
covered (adj) Use: closed, included, cover  
create (v) Use: make, cause  
criterion (n) Use: decision, condition, think critical  
(adj) Use: very important, careful, necessary  
cross (v) Use: go across  
crosswise (adj) Use: across, horizontally, vertically  
curve (v) Use: make a curve  
curved (adj) Use: rounded

## D

damage (v) Use: cause damage to, damaged  
damp (adj) Use: moist  
danger (n) Use: dangerous  
decide (v) Use: make a decision  
decrease (n)) Use: decrease (v)  
deem (v) Use: is  
define (v) Use: is/are, calculate  
defined (adj) Use: specified, given, found  
definitely (adv) Use: sure, make sure  
delicate (adj) Use: easily damaged  
deliver (v, -y (n) Use: supply  
demand (n) Use: input, operation, as necessary  
denomination (n) Use: group, name  
denote (v) Use: show



depend (v) Use: if, must agree with  
deplete (v) Use: decrease  
depletion (n) Use: decreased, use  
describe (v) Use: make, give  
described (adj) Use: given, specified, identified  
design (n,v) Use: make  
designate (v) use: identify, set apart, give  
designated (adj) Use: identified, make known, given, specified  
desire (v) Use: be necessary  
despatch (v) Use: send  
destroy (v) Use: discard, make unserviceable  
destruction (n) Use: discard  
detach (v) Use: disconnect, remove, disengage  
detachable (adj) Use: possible to remove  
detail (v) Use: give, refer to  
detailed (adj) Use: given, careful, full  
detect (v) Use: find  
determination (n) Use: find, decision  
determine (v) Use: find, give  
detrimental (adj) Use: dangerous, cause damage  
develop (v) Use: start, make, cause  
deviate (v) Use: must follow  
devise (v) Use: make, find  
diagnose (v) Use: find  
diametrically (adv) Use: opposite  
differ (v) Use: is/are different  
differentiate (v) Use: show, identify  
difficult (adj) Use: not easy  
difficulty (n) Use: problem, not easy  
digit (n) Use: number  
diminish (v) Use: decrease  
dip (v) Use: put into momentarily  
direct (v) Use: turn, point  
disappear (v) Use: go out of view, move  
disclose (v) Use: find, is, tell, show  
discontinue (v) Use: stop  
discovered (adj) Use: found  
discrepancy (n) Use: difference  
discretion (n) Use: be careful, decision, think  
dislodge (v) Use: remove, clean, loosen  
dispatch (v) Use: send  
display (v) Use: show

disposal (n) Use: discard, available, have  
dispose (v) Use: discard, put  
disregard (v) Use: ignore  
distinct (adj) Use: easy to identify, clear, clearly  
distort (v) Use: twist, cause damage, put out of shape, bend  
distribute (v) Use: apply, give  
distribution (n) Use: apply, divide, give, supply  
disturb (v) Use: move, change  
division (n) Use: divide  
double (adj) Use: two  
doubt (n) Use: not sure, think  
downward (adv) Use: down  
drag (v) Use: pull, touch  
drape (v) Use: put  
draw (v) Use: make a line  
due to (prep) Use: because of  
dull (adj) Use: dim, matt, not shiny, not bright  
dump (v) Use: discard, put  
duplicate (n) Use: copy  
duration (n) Use: do, end, time, life  
duty (n) Use: task, function

## E

early/er/est (adj) use; before the usual time  
earth (n,v) Use: ground  
ease (v) Use: move/ remove carefully  
effective (adj) Use: has an effect  
efficient (adj) Use: correct satisfactory  
efficiently (adv) Use: correctly, satisfactorily  
effort (n) Use: try, force, input  
either (adj, pn) Use: the two, one of the two  
elapse (v) Use: time, after  
eliminate (v) Use: remove, stop, prevent, repair  
embedded (adj) Use: attached, in, included  
emitted (adj) Use: given out  
employ (v) Use: use  
empty (v) Use: remove  
enable (v) Use: let  
encircle (v) Use: apply, put  
enclose (v) Use: around, in, contain  
enclosed (adj) Use: closed



enclosure (n) Use: contain, include, area	exceptionally (adv) Use: but, unusually
encounter (v) Use: there is/are, find	excess (n, adj) Use: too much, more, unwanted
end (v) Use: stop, complete	excessive (adj) Use: too much, more than the limit
enforce (v) Use: must	exchange (v) Use: change
enlarge (v) Use: make larger, increase	exclude (v) Use: remove
enlarged (adj) Use: made larger, extended, increased	excluding (prep) Use: not, without, does not include
enough (adj) Use: sufficient	execute (v) Use: do
ensure (v) Use: make sure	exempt (adj) Use: does not include, does not show, has no
entail (v) Use: must	exercise (v) Use: use, be careful, make sure
enter (v) Use: go into, write	exert (v) Use: apply
entire (adj) Use: full or all	exhale (v) Use: breathe out
envisage (v) Use: think	exist (v) Use: is/are
equal (v) Use: be the same as, be equal, have same value as	exit (v) Use: go out of
equidistant (adj) Use: at the same distance	expand (v) Use: expanded (adj), become larger/longer, extend
equip (v) Use: have, supply	expect (v) Use: think
equipped (adj) Use: with, have, assembled, completed	expedite (v) Use: help, send, do xxx fast
erect (v) Use: put up, move	expend (v) Use: use
erratic (adj) Use: irregular	expended (adj) Use: empty, used
escape (v) Use: come out, release/decrease pressure	experience (v) Use: get, have, is
essential (adj) Use: important, necessary	explain (v) Use: tell, show
establish (v) Use: tell, make	expose (v) Use: get, be open to
estimate (v) Use: make an estimate	exposure (n) Use: touch
evacuate (v) Use: remove	extent (n) Use: quantity, lengths or level
evacuation (n) Use: remove	exterior (n) Use: external
evaluate (v) Use: make an analysis	extra (adj) Use: more
evaluation (n) Use: estimate, calculate, find	extract (v) Use: remove
evaporate (v) Use: become gas, become dry	extrapolate (v) Use: make an estimate
even (adj) Use: smooth, symmetrical, equal, flat	extreme (adj) Use: very high, more, very bad, at the limit of
event (n) Use: if, result	extremely (adv) Use: very
every (adj) Use: all or each	exude (v) Use: come out
evidence (n) Use: sign, find, see, shown	
evident (adj) Use: shown, find	<b>F</b>
exact (adj) Use: correct, accurate, satisfactory	fabricate (v) Use: make, assemble
exactness (n) Use: precision, correct, accurate, satisfactory	face (v) Use: point, turn, is/are
examination (n) Use: examine, find	facilitate (v) Use: help, make easier
exceed (v) Use: more	facility (n) Use: can (or give the name of the facility)
exceeding (adj) Use: more than	false (adj) Use: incorrect
except (prep) Use: not, without, does not include	familiar (adj) Use: know
exception (n) Use: include	
exceptional (adj) Use: unusual, more than average	





fasten (v) Use: hold, lock, attach  
fatal (adj) Use: kill  
fault (n) Use: failure, defect  
feature (n) Use: shape, property, quality, different  
feature (v) Use: have  
feed (v) Use: supply, put  
few (adj) Use: not many or give range, number, quantity  
figure (v) Use: calculate  
filter (v) Use: put through a filter  
final (adj) -ly (adv) Use: last  
finding (n) Use: result, fact  
fine (adj) Use: satisfactory, high quality, sharp  
finish (v) Use: complete  
firm (adj) Use: strong, hard, heavy  
firmly (adv) Use: correctly, tightly, satisfactorily  
fix (v) Use: attach, set, stable, repair, install  
flagged (adj) Use: has a flag  
flattened (adj) Use: flat  
flaw (n) Use: defect, failure  
flush (adj) Use: in line with, does not come out, makes a Continuous surface, smooth  
focus (v) Use: put into focus  
fold (n) Use: fold (v)  
following (adj) Use: follow, subsequent, this these  
fore (adj) Use: front  
forecast (v,adj) Use: think, make an estimate  
forget (v) Use: make sure  
form (n) Use: shape form (v) Use: make  
fragile (adj) Use: easily damaged  
free (v) Use: release  
free from (adj) Use: clean, has no xxx  
fresh (adj) Use: clear, new, replacement  
fulfil (v) Use: do, operate  
function (v) Use: operate; move  
furnish (v) Use: give, supply  
further (adj, adv) Use: more, at a larger distance

## G

gain (n) Use: increase  
gain (v) Use: get  
gap (n) Use: clearance, distance

gauge (v) Use: measure  
generally (adv) Use: usually, frequently  
generate (v) Use: give, make, supply  
generous (adj) Use: by xxx (quantity)  
generously (adv) Use: by a large quantity  
gentle (adj) Use: carefully, lightly  
gradual (adj) Use: slow and continuous  
grasp (v) Use: hold  
great/er/est (adj) Use: large/er/est  
grip (n,v) Use: hold  
grow (v) Use: become  
guarantee (v) Use: make sure

## H

halt (v) Use: stop  
halve (v) Use: decrease to half  
hand (v) Use: give  
handle (v) Use: move, touch, be careful with  
happen (v) Use: occur  
harmful (adj) Use: dangerous, kill, cause damage  
harmless (adj) Use: not dangerous  
haul (v) Use: move, pull  
hazard (n) Use: dangerous  
head (v) Use: point, move, turn  
help (n) Use: aid, help (v)  
hoist (v) Use: lift  
hook (v) Use: attach/catch with a hook  
however (adv) Use: but  
hygiene (n) Use: clean

## I

identical (adj) Use: same  
idle (v) Use: operate at minimum power  
illegible (adj) Use: can not read  
immediate (adj) Use: immediately (adv)  
immerse (v) Use: put fully into  
imminent (adj) Use: that can occur in a short time  
immobilize (v) Use: stop  
impair (v) Use: cause damage, decrease  
impart (v) Use: apply, give, cause  
imperative (adj) Use: must, necessary



implement (v) Use: do, make  
importance (n) Use: important  
impose (v) Use: put, cause  
impossible (adj) Use: can not, not possible  
improper (adj) Use: incorrect  
improve (v) Use: make better  
impurity (n) Use: unwanted material, contamination  
inactive (adj) Use: off, stopped  
inadvertent (adj) Use: accidental  
incipient (adj) Use: start  
incline (n) Use: slope  
including (pre) Use: thru, together with, and, also  
incomplete (adj) Use: not completed  
incorporate (v) Use: include, have  
increase (n) Use: increase (v)  
incur (v) Use: cause  
independent (adj) Use: independently  
indicate (v) Use: show  
indicated (adj) Use: shown  
individual (adj, n) Use: each, one, person  
induce (v) Use: cause  
ineffective (adj) Use: does not have an effect  
influence (v) Use: cause  
inform (v) Use: tell  
information (n) Use: data  
ingest (v) Use: eat, drink, go into  
ingress (n) Use: go into, entrance  
inhale (v) Use: breathe  
inhibit (v) Use: prevent, stop  
inhibition (n) Use: prevent  
initiate (v) Use: start  
inject (v) Use: add, put into  
injure (v) Use: injury  
inoperative (adj) Use: does not operate is off  
insert (v) Use: put into, be in  
inside (adj,n,prep) Use: inner, in, into  
insignificant (adj) Use: not important  
inspect (v) Use: make an inspection, examine, look  
instability (n) Use: not stable  
instead (adv) Use: alternative  
instruct (v) Use: tell, write, give  
insufficient (adj) Use: not sufficient  
insure (v) Use: make sure

integral (adj) Use: is part of  
intend (v) Use: must  
interchange (v) Use: change  
interconnect (v) Use: connect  
interfere (v) Use: cause, hit, catch, touch, clearance  
interior (n) Use: internal internally  
intermediate (adj) Use: between (give limits)  
interpret (v) Use: tell, make sure, give  
interrupt (v) Use: stop  
interruption (n) Use: stop  
intersect (v) Use: point, show  
intersected (adj) Use: gone through  
interval (n) Use: after, gap, distance  
inverted (adj) Use: turned, opposite  
investigate (v) Use: inspection, find, examine  
involve (v) Use: include  
inward (adj, adv) Use: in, inner, into  
irregularity (n) Use: unusual, defect  
isolation (n) Use: isolate  
issue (v) Use: come out of

## J

job (n) Use: task, work  
join (v) Use: bond, put, attach, connect  
just (adv) Use: immediately, near

## K

kind (n) Use: group  
knock (v) Use: hit

## L

label (v) Use: identify with a label  
lack (n) Use: not, no  
laid (adj) Use: put down on, applied  
lapse (v) Use: after, when  
last (v) Use: continue  
later (adj,adv) Use: subsequent, subsequently  
latest (adj) Use: last  
latter (n) Use: last  
lay (v) Use: put down, on



lead (v) Use: go  
leave (v) Use: let stay, keep  
left hand (adj) Use: left  
legible (adj) Use: read, can read  
lengthen (v) Use: make longer, increase the length  
less (prep) Use: without  
liable (adj) Use: that can  
liberal (adj) Use: large quantity  
lie (v) Use: be  
light (v) Use: set, come on  
light-up (v) Use: start  
limit (v) Use: keep to a limit  
limitation (n) Use: limit  
limited (adj) Use: limit  
linger (v) Use: stay, be  
link (v) Use: connect, attach  
list (v) Use: show, give, write  
load (v) Use: put a load on, install  
localize (v) Use: find  
locate (v) Use: find, install, engage, put  
located (adj) Use: on, in, found, installed  
log (v) Use: write  
loop (v) Use: make a loop  
lose (v) Use: decrease  
loss (n) Use: decrease, leak, find  
lost (adj) Use: decrease, find  
lukewarm (adj) Use: warm

## M

magnitude (n) Use: quantity, dimension  
main (adj) Use: primary  
maintain (v) Use: keep  
major (adj) Use: primary, large, most important  
man (n) Use: person  
maneuverer (v) Use: move, control  
manipulate (v) Use: move, adjust  
manufacture (v) Use: make  
margin (n) Use: edge, allowance, distance, limit, tolerance  
mark (v) Use: make a mark  
marked (adj) Use: identified  
match (v) Use: be in line, make, install

matter (n) Use: material  
may (v) Use: can, possible, possibly, not always, think  
measurement (n) Use: dimension, quantity, measure  
medium (adj) Use: moderately  
meet (v) Use: is/are in line, engage, touch  
mend (v) Use: repair  
mention (v) Use: give  
message (n) Use: tell, speak, data, indication, display  
method (n) Use: procedure  
mid (adj) Use: middle  
midway (adv) Use: middle position  
might (v) Use: possible, possibly, can, always, think  
mild (adj) Use: weak, neutral  
minimize (v) Use: keep to a minimum  
minor (adj) Use: small, less important  
miscellaneous (adj) Use: other  
missing (adj) Use: can not find, not there  
mistake (n) Use: error  
mix (n) Use: mixture  
mobile (adj) Use: movable  
moderate (adj) Use: moderately  
modification (n) Use: change  
modify (v) Use: make a modification, change  
moisten (v) Use: moist  
momentary (adj) Use: momentarily  
motion (n) Use: movement

## N

nature (n) type  
nearly (adv) Use: almost  
necessitate (v) Use: must, be necessary  
need (v) Use: be necessary  
needed (adj) Use: necessary  
neither (adj, pn) Use: none  
never (adv) Use: not, no  
nevertheless (con) Use: but  
next (adj) Use: subsequent  
next to (pre) Use: adjacent to  
nomenclature (n) Use: name  
nominally (adv) Use: almost



non- (prefix) Use: that is not xxx  
nor (con) Use: not... or  
normal (adj) Use: usual, satisfactory, correct, serviceable  
note (v) Use: write  
noticeable (adj) Use: feel, see, hear, smell  
notify (v) Use: tell  
notwithstanding (con) Use: although  
number (v) Use: give/ have numbers numerically  
(adv) Use. number

## O

observe (v) Use: look, monitor. see, obey  
obstruct (v) Use: cause blockage, prevent, clogged, blocked  
obstruction (n) Use: blockage  
obtain (v) Use: get  
occasion (n) Use: possibly, possible, if, occur, when  
occupy (v) Use: is/are  
occurrence (n) Use: if  
often (adv) Use: frequently, usually  
old (adj) Use: used, remaining  
omit (v) Use: do not do, ignore, make sure  
once (adv, con) Use: one time, when  
onset (n) Use: start  
onto (prep) Use: on  
opaque (adj) Use: not transparent

## P

package (n) Use: container  
partial (adj) Use: not fully  
particular (adj) Use: special, applicable, specially  
partly (adv) Use: not fully  
pass (v) Use: go through, put, be on, more  
passage (n) Use: go through, put through  
past (prep) Use: around, through  
paste (v) Use: bond  
pay (v) Use: write, make sure  
peel (v) Use: remove  
penetrate (v) Use: go into, go through  
per (prep) Use: for each, for every (for “as per” Use: refer to)

perfect (adj) Use: satisfactory, correct, serviceable, permitted  
perforated (adj) use; has holes through  
perform (v) Use: do or commanding verb construction  
period (n) Use: time  
periodically (adv) Use: at regular times  
permissible (adj) Use: permitted, satisfactory  
perpendicular (adj) Use: vertical  
persist (v) Use: continue  
persistent (adj) Use: constant, regular, continued, many  
personnel (n) use; persons  
personal (adj) Use: persons, you, your  
pick up (v) Use: collect, catch  
pierce (v) Use: go through/in, make a hole in  
pinch (v) Use: hold tightly  
place (n) Use: location, position  
place (v) Use: put  
plan (n) Use: procedure, program, data, schedule  
plan (v) Use: schedule  
plot (v) Use: make a graph  
poor (adj) Use: unsatisfactory, defective, incorrect  
pop (v) Use: come. move, open suddenly  
portion (n) Use: piece, part  
position (v) Use: put, set, install  
possibility (n) Use: possible  
postpone (v) Use: do not  
potential (adj) Use: can, possible  
pour (v) Use: put  
practice (n) Use: procedure  
precede (v) Use: come/ do before  
preceding (adj) Use: before  
precise (adj) Use: accurate, correct, precision  
preferable (adj) Use: better, possible, recommend  
preliminary (adj) Use: before, initial  
premature (adj) Use: before the usual time  
preparatory (adj) Use: prepare  
prescribe (v) Use: write, give, approved  
presence (n) Use: be  
present (adj) Use: be  
present (v) Use: give, show



preserve (v) Use: keep from damage, prevent damage to, do the preservation procedure  
preset (adj, v) Use: set  
press (v) Use: push  
prevail (v) use; is/are, usual  
previous (adj) Use: again, before  
primarily (adv) Use: primary  
principal (adj) Use: primary  
prior to (prep) Use: before  
probe (v) Use: feel, examine  
proceed (v) Use: continue  
process (v) Use: send, do  
process (n) Use: procedure, step  
produce (v) Use: give, cause  
product (n) Use: material, mixture  
program (v) Use: do, schedule, program (n)  
progress (n, v) Use: continue, move  
progressive (adj) Use: continuous, step by step, increase  
progressively (adv) Use: in steps, slowly, continuously  
prohibit (v) Use: prevent, tell, do not  
project (v) Use: continue, show, make a projection  
prolonged (adj) Use: long  
prompt (adj) Use: immediately, fast  
propagation (n) Use: become larger  
proper (adj) Use: correct, correctly, approved  
proportional (adj) Use: in proportion  
protect (v) Use: prevent, seal  
protected (adj) Use: protection  
protective (adj) Use: prevent  
protrude (v) Use: be above, come out of  
prove (v) Use: show, make sure  
provide (v) Use: give, supply  
provided (con) Use: if, when  
providing (con) Use: if, when  
provision (n) Use: have, be, possible, can  
provisional (adj) Use: temporary  
proximity (n) Use: near  
purge (v) Use: remove  
purify (v) Use: clean  
purpose (n) Use: cause

## Q

qualified (adj) Use: approved  
questionable (adj) Use: not sure  
quick (adj) Use: fast, quickly  
quote (v) Use: give

## R

raise (v) Use: lift, increase, retract  
random (adj) Use: at any time  
rapid (adj) Use: fast  
rapidly (adv) Use: quickly  
rated (adj) Use: given, specified, correct  
reach (v) Use: have  
reaction (n) Use: force, effect  
reading (n) Use: indication, value, show  
readjust (v) Use: adjust  
ready (v, adj) Use: prepare  
reappear (v) Use: come into view, show  
reason (n) Use: cause, because  
reassemble (v) Use: assemble  
rebuild (v) Use: assemble, make  
recede (v) Use: go down  
recheck (v) Use: do a check  
reckon (v) Use: calculate  
reclaim (v) Use: keep, get back, remove  
re-close (v) Use: close  
recognize (v) Use: find, know  
recommendation (n) Use: instruction  
reconnect (v) Use: connect  
record (v) Use: write  
recover (v) Use: keep, get back, remove  
rectify (v) Use: repair, make correct, adjust  
recur (v) Use: occur  
reduce (v) Use: decrease  
reduction (n) Use: decrease, small  
reference (n) Use: refer to  
referenced (adj) Use: identified, given, specified  
register (v) Use: show, move  
regulate (v) Use: control  
regulation (n) Use: adjustment  
reinforce (v) Use: make stronger  
rejection (n) Use: reject



relate (v) Use: have a relation  
relative (adj, -ly (adv) Use: related, their, its  
relay (v) Use: tell  
relevant (adj) Use: related, their, its  
reliable (adj) Use: satisfactory  
relieve (v, adj) Use: release, decrease  
remain (v) Use: stay  
remedy (n, v) Use: repair, make correct  
remember (v) Use: write  
remnant (n) Use: remaining  
remote (adj) Use: far  
removable (adj) Use: that you can remove  
render (v) Use: make  
renew (v) Use: put, use  
renovate (v) Use: repair, make clean  
repeat (v) Use: do, make, operate  
repeated (adj), - ly (adj) Use: again  
replenish (v) Use: refill, add  
report (v) Use: tell  
reposition (v) Use: put, install  
represent (v) Use: show  
request (n, v) Use: tell, write  
require (v) Use: be necessary  
requirement (n) Use: necessary  
residual (adj) Use: remaining, other  
residue (n) Use: remaining  
resolve (v) Use: find a solution, make a decision  
respective (adj) Use: related, their, its, correct  
respond (v) Use: operate  
responsible (adj) Use: approved, must  
rest (n, v) Use: remaining, is/are  
restart (v) Use: start  
restore (v) Use: put back, repair, paint  
restrain (v) Use: hold, limit, prevent  
restrict (v) Use: decrease, limit, held, prevent, only  
result (v) Use: cause resulting (adj) Use: caused  
resume (v) Use: start  
retain (v) Use: keep, safety  
return (n, v) Use: put, send, go  
reusable (adj) Use: can use again  
reuse (v) Use: use  
reveal (v) Use: show  
reverse (v) Use: turn

reverse (adj) Use: opposite  
review (n) Use: examine, look  
right-hand (adj) Use: right  
rim (n) Use: edge, Range  
rinse (v) Use: remove, flush  
ripped (adj) Use: damaged  
rise (n, v) Use: increase  
roll (v) Use: move, use a roller  
rope-off (v) Use: put ropes around  
rotary (adj) Use: turn  
rotate (v) Use: turn  
rotation (n) Use: turn  
roughen (v) Use: make rough  
round (adj) Use: circular  
routine (adj) Use: regular, usual  
rule (n) Use: usually  
run (n, v) Use: operate

## S

safeguard (v) Use: make sure  
salvage (v) Use: keep, collect, repair  
sample (v) Use: get, remove  
satisfy (v) Use: get, occur  
save (v) Use: keep  
scan (v) Use: make a scan, inspection, examine  
scrap (v) Use: discard  
scrape (v) Use: remove  
scratch (v) Use: have/ cause scratches  
screw (v) Use: install, turn, attach with a screw  
scrub (v) Use: clean, remove  
scrupulous (adj) Use: fully  
sealing (n) Use: seal  
search (v, n) Use: look for, examine  
seat (v) Use: put, install, touch, engaged  
secure (adj) Use: attach, install, safety, connect  
seek (v) Use: look for, get  
seem (v) Use: look as if  
seized (adj) Use: can not move, can not turn, caught  
select (v) Use: set  
separate (adj) Use: disconnected, divided, not attached  
separate (v) Use: move apart, isolate



serious (adj) Use: bad, important, dangerous  
serve (v) Use: control, do  
setting (n) Use: adjustment, position, move, set  
settle (v) Use: stop, go to the bottom  
sever (v) Use: cut  
several (adj) Use: different (give range, quantity, number)  
severe (adj) Use: bad, dangerous  
shall, should (v) Use: must  
shape (v) Use: make in the shape  
sharply (adv) Use: quickly, suddenly  
shift (v) Use: move, change  
shorten (v) Use: make shorter, decrease the length  
should (v) Use: must, if  
shrink (v) Use: make/ become smaller  
shutdown (n, v) Use: stop, close  
sight (n, v) Use: view, see, look, point, examine  
signal (v) Use: tell, give a signal  
significant (adj) Use: important  
silence (v) Use: operate, stop, hear  
similar (adj) Use: almost the same, equivalent  
simple (adj) Use: easy  
simply (adv) Use: easily, only  
simulated (adj) Use: equivalent  
simultaneous (adj) Use: at the same time  
single (adj) Use: one  
sit (v) Use: be on/ against, touch  
situate (v) Use: location, is/are  
size (n) Use: dimension  
skilled (adj) Use: approved  
slack (adj, n) Use: loose  
slacken (v) Use: loosen, release  
slap (v) Use: hit slide (v) Use: move  
slight (adj) Use: small, light, lightly, almost  
slip (v) Use: remove, move  
slotted (adj) Use: has slots  
slow down (v) Use: decrease the speed  
smear (v) Use: put apply  
smooth (v) Use: make smooth  
snag (n) Use: failure, defect  
snag (v) Use: catch  
snap (v) Use: move suddenly  
sniff (v) Use: smell

soften (v) Use: be/become soft  
softly (adv) Use: with a small amount of force  
soiled (adj) Use: dirty  
solidify (v) Use: become solid  
soluble (adj) Use: becomes a liquid in  
solve (v) Use: find out  
sometimes (adv) Use: not always, possible, possibly  
sort (v) Use: put into groups  
sort (n) Use: type  
space (v) Use: put apart  
spacing (n) Use: distance  
sparingly (adv) Use: small quantity  
spark (v) Use: make sparks  
specific (adj) Use: special, specified  
specify (v) Use: give, show, tell, write  
speech (n) Use: voice, speak  
spill (v) Use: fall, flow on to, leakage  
spin (v) Use: turn quickly  
splice (v) Use: make a splice, attach  
split (v, adj) Use: divide, break, open  
spontaneous (adj) Use: sudden, automatically  
spot (n) Use: mark, stain, point, position, location  
spot (v) Use: see, find  
spray (v) Use: apply with a spray gun  
spread (v) Use: apply  
spring (v) Use: move suddenly, move quickly spuri-  
ous (adj) Use: unwanted, incorrect  
squarely (adv) Use: at 90 degrees to  
squeeze (v) Use: move, hold  
stability (n) Use: stable  
stabilize (v) Use: become stable  
stage (n) Use: step, time  
stagnate (v) Use: increase, decrease  
stained (adj) Use: stain, dirty  
stamp (v) Use: make/have a mark, identify  
stand (v) Use: move/stay away  
standard (adj) Use: usual, approved  
state (n) Use: condition  
state (v) Use: tell  
static (adj) Use: stopped, stable  
station (v) Use: put  
stationary (adj) Use: stopped, stable  
steady (add) Use: stable, continuously



steep (adj) Use: x degrees  
steer (v) Use: move  
stencil (v) Use: write  
stick (v) Use: bond, attach  
sticky (adj) Use: tacky  
stiff (adj) Use: rigid, will not turn/move  
stiffness (n) Use: move, turn  
still (adj) Use: stay, move, turn, no motion  
stimulate (v) Use: increase  
stipulated (adj) Use: given, approved, specified  
stir (v) Use: mix  
storage (n) Use: keep  
store (v) Use: keep, put  
stout (adj) Use: strong, solid  
stow (v) Use: put, keep  
straighten (v) Use: make/become straight  
strain (v) Use: put, cause damage  
stress (v) Use: put force, stressed (adj)  
stretch (v) Use: extend, pull, make larger  
strike (v) Use: hit  
strip (v) Use: remove  
striped (adj) Use: show/have lines  
subject (v) Use: apply, make, cause, do  
submerge (v) Use: put into  
submit (v) Use: make, send, do  
subsequent to (pre) Use: after  
substance (n) Use: agent, material  
substitute (adj, n, v) Use: alternative, replace, replacement  
subtraction (n) Use: decrease, subtract  
successive (adj) Use: one after the other  
suggest (v) Use: tell, talk, recommend  
suit (v) Use: agree, be satisfactory for, adapt, adjust  
suitable (adj) Use: applicable, correct, correctly  
sum (v) Use: add, calculate  
superimpose (v) Use: move on top of, align with  
support (n, v) Use: hold  
surplus (adj) Use: too much, not necessary, not used  
surrounding (adj) Use: adjacent, near, on all sides  
survey (v) Use: make an inspection, examine  
suspect (adj, v) Use: think, incorrect, unsatisfactory  
suspend (v) Use: hang, stop  
swallow (v) Use: drink, eat

sweep (v) Use: make a scan  
sweep (n) Use: scan  
swing (v) Use: move, calibrate  
switch (v) Use: set, turn, push the switch  
synchronize (v) Use: align, adjust, synchronized

## T

tabulate (v) Use: write  
take (v) Use: move, remove, read, get, follow, do  
talk (v) Use: speak, tell  
tampered (adj) Use: moved, changed, adjusted  
tape (v) Use: put/use tape  
taped (adj) Use: attached, connected, closed with tape, written on magnetic tape  
taut (adj) Use: tight  
tear (v) Use: be damaged  
technique (n) Use: procedure  
tend (v) Use: cause  
tension (v) Use: tighten, cause tension  
terminate (v) Use: stop complete  
test (v) Use: do a test  
themselves (pn) change construction (give the name of item)  
theoretical (adj) Use: theory  
therefore (adv) Use: thus  
thin (v) Use: add, mix, make thin  
thorough (adj) Use: full, fully  
threaten (v) Use: be possible, look as if  
throughout (prep) Use: during  
throw (v) Use: fall, hit, discard  
tie (v) Use: attach, hold  
till (con) Use: until  
tilt (v) Use: move/put at an angle  
time (v) Use: measure the time  
tip (v) Use: move, put  
tip (n) Use: end, point  
tone (n) Use: sound  
torn (adj) Use: damaged  
touch (n) Use: touch (v)  
towards (prep) Use: to  
toxic (adj) Use: dangerous, can kill, poisonous  
trace (n, v) Use: find, sign





track (v) Use: find, monitor  
trained (adj) Use: approved  
transfer (n) Use: movement, supply  
transfer (v) Use: move, put, give, transmit  
transform (v) Use: change  
transition (n) Use: change  
transport (v) Use: move  
trapped (adj) Use: caught  
travel (v) Use: move  
traverse (v) Use: move  
treat (v) Use: put, use, apply, prepared  
treatment (n) Use: paint, apply, layer  
trigger (v) Use: start, cause  
trim (v) Use: cut, move, adjust  
trip (v) Use: open, go, release  
triple (adj) Use: three  
true (adj) Use: correct  
tuck (v) Use: put  
twice (adj, adv) Use: two times  
typical (adj) Use: usual, example

## U

unable (adj) Use: can not  
unattached (adj) Use: not attached, loose  
unauthorized (adj) Use: not approved  
uncap (v) Use: remove  
unclamp (v) Use: remove, loosen, release  
unclean (adj) Use: not clean, dirty  
unclip (v) Use: remove  
uncoil (v) Use: wind off  
uncontaminated (adj) Use: clean, not dirty  
uncouple (v) Use: loosen, become loose  
uncovered (adj) Use: without a cover, without protection  
underhanded (adj) Use: not necessary, unwanted, caused without input  
under (prep) Use: below, less than, lower than  
underneath (prep) Use: below  
underside (n) Use: bottom  
undertake (v) Use: commanding verb construction  
undesirable (adj) Use: not necessary, unwanted  
undo (v) Use: release, loosen  
undue (adj) Use: not necessary, too much, more  
uneven (adj) Use: not smooth, not symmetrical, not flat  
unfilled (adj) Use: not filled  
unfold (v) Use: open  
uniform (adj) Use: constant, same, equal, correct  
unimportant (adj) Use: not important  
unintentional (adj) Use: accidental, accidentally  
unlatch (v) Use: release open  
unlimited (adj) Use: no limit  
unload (v) Use: remove, release  
unloaded (adj) Use: removed, no load on  
unlock (v) Use: release, open  
unlocked (adj) Use: not locked, open  
unnecessary (adj) Use: not necessary  
unobstructed (adj) Use: not clogged, free, clear  
unpainted (adj) Use: not painted  
unplug (v) Use: remove, disconnect  
unprotected (adj) Use: no protection  
unravel (v) Use: wind off  
unreel (v) Use: wind off  
unrestricted (adj) Use: no limit, free  
unsafe (adj) Use: not safe, dangerous  
unscrew (v) Use: remove, release, loosen  
unseat (v) Use: remove, open, operate  
unshielded (adj) Use: has no shield  
unstable (adj) Use: not stable  
unusable (adj) Use: can not be used, not serviceable  
unused (adj) Use: not used, new  
unwind (v) Use: wind off, removed  
unworked (adj) Use: not worked  
up (adj) Use: up (adv)  
up to (prep) Use: until, as far as, as much as, thru  
upon (prep) Use: on, when  
upper (adj) Use: higher, top  
uppermost (adj) Use: highest upright (adj) Use: vertical  
upwards (adv) Use: up  
urgent (adj) Use: immediately, important, quickly  
usage (n) Use: use  
utilization (n) Use: use  
utilize (v) Use: use  
utmost (adj) Use: much, large



## V

valid (adj) Use: correct, satisfactory, that can be used  
vaporize (v) Use: make into gas, become gas  
variable (adj) Use: change, adjust  
varied (adj) Use: different, changed  
various (adj) Use: different, more than one, all  
vary (v) Use: change, adjust  
ventilate (v) Use: be open to the air  
ventilation (n) Use: air  
verbal (adj) Use: tell, hear  
verify (v) Use: make sure  
via (prep) Use: through  
vibrate (v) Use: shake  
vice versa (adv) Use: opposite, sequence changed  
vicinity (n) Use: near  
view (v) Use: see  
vigorous (adj) Use: fast, heavy, strong, with much force  
visible (adj) Use: see, look  
vital (adj) Use: important, necessary

## W

wait (v) Use: stop  
walking (adj) Use: slow, slowly (give speed)  
want (v) Use: be necessary  
warm (v) Use: become warm  
warn (v) Use: tell  
wash (v) Use: remove, clean  
waste (adj) Use: used, of no value, not necessary  
waste (n) Use: unwanted/discarded material  
watch (v) Use: monitor; look  
watertight (adj) Use: sealed  
way (n) Use: procedure, cause  
weakness (n) Use: weak  
well (adv) Use: good, satisfactorily, correctly  
whenever (con) Use: when  
whether (con) Use: if  
whichever (pn) Use: which  
whilst (con) Use: while, although  
whoever (pn) Use: who  
whole (adj) Use: all, full

wholly (adv) Use: fully  
whose (pn) Use: of which  
wide/er/est (adj) Use: large/er/est  
wipe (v) Use: make clean, make dry, rub  
wire (v) Use: connect  
withdraw (v) Use: remove  
within (prep) Use: in, in less than, in... or less  
withstand (v) Use: go through satisfactorily, be resistant to  
work (v) Use: do  
would (v) Use: will  
wrap (v) Use: wind  
wrapped (adj) Use: wound  
wrong (adj) Use: incorrect, unsatisfactory

## Y

yet (con) Use: but

## Z

zero (v) Use: adjust to zero, be at zero