

Appendix A: Plain English alternatives

No	Word/phrase	Alternative
1.	Absolutely essential	Essential (Redundancy)
2.	Accordingly	So, therefore
3.	Adjacent to	Close to, near, next to
4.	Advantageous	Useful, helpful
5.	Aggregate	Total
6.	Alleviate	Lessen, relieve, fix
7.	Alternative	Other, other choice
8.	A majority of	Most
9.	Anticipate	Expect
10.	Apprise	Tell, inform
11.	Approximately	About, almost, roughly
12.	Ascertain	Find out, learn, determine
13.	As per your request	As requested
14.	Assist	Help
15.	At a later date	Later
16.	Attain	Reach, become
17.	Attempt	Try
18.	At this point in time	Now
19.	Being of the opinion that	I believe, my view
20.	Biannually	Twice a year

No	Word/phrase	Alternative
21.	Close scrutiny	Scrutiny
22.	Cognisant of	Aware of, know
23.	Collaboration together	Collaborate
24.	Commence/ Commencement	Begin/beginning, start
25.	Commitment	Promise
26.	Communicate	Write, tell, talk
27.	Complete	Finish, fill out
28.	Comply with	Follow, meet
29.	Component	Part
30.	Comprise	Consist of, contain
31.	Concept	Idea
32.	Concerning	About, on, for
33.	Concur	Agree
34.	Consequence	Result
35.	Consequently	So, therefore
36.	Consolidate	Combine, join
37.	Constitute	Make up
38.	Construct	Build, make
39.	Currently	Now (or cut it)
40.	Customary	Usual
41.	Decrease (verb)	Reduce, lower
42.	Defer	Delay, put off
43.	Demonstrate	Show, prove
44.	Depart	Go, leave
45.	Designate	Appoint, name, choose, set

No	Word/phrase	Alternative
46.	Despite the fact that	Although
47.	Diminish	Lessen, reduce
48.	Discontinue	Stop
49.	Disseminate	Send out, distribute
50.	Due to the fact that ...	Because, since
51.	During the time that	Then, when
52.	Effectuate	Carry out, bring about
53.	Elucidate	Explain, clarify
54.	Employ	Use
55.	Encounter	Meet, face, run into
56.	Endeavour (verb)	Try
57.	Ensure	Make sure
58.	Enumerate	List, name
59.	Equivalent	Equal, the same
60.	Exact same	Same (redundancy)
61.	Expedite	Hasten, speed up
62.	Expenditure	Payment, expense, cost
63.	Expiration	End
64.	Facilitate	Make easier, help
65.	Fairly unique	Unique (redundancy)
66.	Following (preposition)	After
67.	For a period of	For
68.	Formulate	Work out, devise
69.	Forward (verb)	Send
70.	For the reason that	As, because, since

No	Word/phrase	Alternative
71.	Frequently	Often
72.	Have the capacity to ...	Can
73.	I am in receipt of	I received
74.	Impact (verb)	Affect, influence
75.	Inception	Start, beginning
76.	In connection with	About
77.	In conjunction with	With
78.	Indicate	Say, show, suggest
79.	Individual (noun)	Person
80.	Inform	Tell
81.	Initial	First
82.	Initiate	Begin, start, set up
83.	In lieu of	Instead of
84.	In order that ...	So that, So
85.	Inquire	Ask
86.	In regard to	About
87.	Interrogate	Question
88.	In the event that ...	If
89.	In the near future ...	Soon, shortly
90.	In a timely manner	Promptly
91.	In view of the fact that	Because, since
92.	It has come to my attention that...	I have learned that
93.	It would appear that	Apparently
94.	Locate	Find, place
95.	Magnitude	Size

No	Word/phrase	Alternative
96.	Maintain	Keep, continue, support
97.	Make the transition to	Move to
98.	Modify/modification	Change
99.	Necessitate	Require
100.	Necessity	Need, requirement
101.	Notification	Notice
102.	Notwithstanding the fact that	Although, even so, despite
103.	Numerous	Many
104.	Obligate	Bind, compel, require
105.	Obligation	Debt, duty, responsibility
106.	Observe	See, watch, follow, obey
107.	Obtain	Get
108.	Occasion (verb)	Cause
109.	Ongoing	Continuing, active
110.	On the basis that	Based on
111.	On two separate occasions	Twice
112.	Opt for	Choose
113.	Optimum	Best
114.	Originally created	Created (redundancy)
115.	Parameter	Limit, boundary, guideline, condition
116.	Participate	Take part
117.	Personnel	People, staff
118.	Peruse	Read with care, review
119.	Possess	Have, own
120.	Preclude	Prevent

No	Word/phrase	Alternative
121.	Preferable	Best, better, preferred
122.	Previous	Earlier, last, past
123.	Previously	Before, earlier
124.	Principal	Main, chief
125.	Prior to	Earlier/ before
126.	Proceed	Go, go ahead
127.	Procure	Buy, get
128.	Promulgate	Make, issue, pass
129.	Provide	Give, send
130.	Provided that	If, but
131.	Provides assistance to	Help
132.	Pursuant to	Under
133.	Pursuant to your request	As requested
134.	Rationale	Reason
135.	Receive	Get
136.	Regarding	About, on, for
137.	Remainder	Rest
138.	Respond	Answer, reply
139.	Responsible	For causes, has charge of
140.	Retain	Keep
141.	Selection	Choice
142.	Semi-annually	Twice a year
143.	Similar to	Like
144.	Submit	Send, offer
145.	Subsequent/ly	Later, afterwards, then

No	Word/phrase	Alternative
146.	Sufficient	Enough
147.	That being the case	Therefore
148.	Thus	So
149.	Transpire	Happen
150.	Under circumstances in which	When
151.	Undertake	Agree, start, do
152.	Until such time as	Until
153.	Utilise	Use
154.	With regard to/reference to the fact that	About, concerning
155.		
156.		
157.		
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161.		
162.		
163.		
164.		