

APPENDIX 3

Dictionary of Plain English

The following list contains unnecessarily difficult words and phrases, word-wasting idioms, compound prepositions, overly formal phrases, and gender-specific words and phrases, along with their plain English or gender-inclusive alternatives.

Instead of...	Use...	Instead of...	Use...
a great deal of.....	much	appear	seem
a large number of.....	more	apprise.....	inform
a little less than	almost	approximately.....	about
a majority of	most	as a general rule.....	generally
a number of.....	several, many, some	as a matter of fact.....	in fact (or omit)
a period of several weeks.....	several weeks	as a means of	to
a small number of	a few	as of now	now
a sufficient number	enough	as to whether	about whether
accomplish	do	as to	about
accorded	given	ascertain	find out
according to the law	legally	assist, assistance	help
accordingly.....	so	at a later date	later
accumulate	gather	at all times.....	always
acquaint	tell	at an early date	soon
acquire	get	at hand	here
activate	begin, start	at present.....	now
add an additional	add	at regular intervals of time.....	regularly
additional.....	added	at that point in time.....	then
adequate number of.....	enough	at the conclusion of.....	at the end of
administer	manage, give	at the present time.....	now
admit of.....	allow	at the rear of.....	behind
advert.....	refer	at the time that	when
advise	write, tell	at this time, at this point in time	now
affirmative.....	yes	at which time	then
afford an opportunity.....	allow, permit	attains the age of.....	becomes
afforded.....	given	attempt (as a verb).....	try
aggregate	total	based on the fact that.....	due to/because
all of a sudden	suddenly	beyond a shadow of doubt.....	no doubt
all of the	all the	bottom line	result
allocate.....	give, divide	bring to a conclusion	conclude
along the lines of	like	brought to a sudden halt.....	halted
alternatives.....	choices	businessman	businessperson, professional
ameliorate.....	improve	by means of.....	by
anticipate	expect	by reason of.....	because of
apparent	clear	by the time that.....	when

Instead of...	Use...	Instead of...	Use...
by the use of	by	effect	make
by virtue of	by, under	effectuate	bring about, carry out
by way of illustration.....	for example	elect.....	choose, pick
calculate	compute	eliminate.....	remove, strike out
came to a stop	stopped	elucidate	explain
category	kind, class, group	employment.....	work
cause it to be done	have it done	encounter.....	meet
cease	stop	encourage	urge
chairman	chair, chairperson	endeavour (verb)	try
check into	check	ensuing	following
cognizance	knowledge	ensure	follow
come to an end	end	enter (on a form)	write
commence.....	begin, start	enter into a contract with.....	contract with
commitment	promise	equivalent.....	equal
communicate	write, tell, talk, telephone	evince	show
compensation	pay	excessive number of.....	too many
complete (verb).....	finish, fill out	execute	sign
comply with.....	follow	exhibit a tendency to	tend to
conceal.....	hide	expedite	hasten, hurry, speed up
concerning the matter of.....	about, concerning	expend.....	spend
conduct an investigation	investigate	expiration	end
consequence	result	explicit	plain
consequently	so	facilitate.....	make easy, help
constitute.....	make up	failed to.....	did not
construct.....	build	feasible.....	possible
consummate	bring about, complete	few in number	few
contiguous to	next to	fewer in number.....	fewer
contingent upon	if	finalize	end, finish
continue.....	keep up	fireman	fire fighter
contribute	give	for a period of	for
cost the sum of.....	cost	for the duration of	during
customary practice	practice	for the purpose of	for, to
deem	consider, think	for the reason that	since, because
demonstrate	show	foreman.....	supervisor, lead
desire	want	formulate	work out, devise, form
despite the fact that.....	although, even though	forthwith.....	immediately
detailed information	details	forward	send
determine	decide	frequently	often
dialogue	discussion, conversation	from the point of view of.....	for
disclose	show	from time to time	occasionally
discontinue	stop	give authorization	authorize
disseminate	send, distribute	handyman.....	caretaker, repairer
does not operate to.....	does not	hence	so
donate	give	hereafter	after this takes effect
draw to a close	end	herein.....	here
due to the fact that	because, although, even though	hereinafter.....	future, following
during such time as	during, while	heretofore	before this takes effect, until now
during the course of.....	during	hopefully	I hope
during the period from	from	hostess	host
during the time that	during, while	housewife.....	homemaker
during which time	while	I would appreciate it if you would	please
edifice	building	if at all possible	if possible
		if that were the case.....	if so

Instead of...	Use...	Instead of...	Use...
implement.....	carry out	inquire.....	ask
in a position to.....	can	inside of.....	inside
in a satisfactory manner.....	satisfactorily	institute.....	begin, start
in accordance with.....	by, under, on	insufficient.....	not enough
in accordance with.....	by/under	interrogate.....	question
in addition to.....	also/besides	is able to.....	can
in an effort to.....	to	is authorized to.....	may
in as much as.....	since, because	is binding upon.....	binds
in back of.....	behind	is defined as.....	is
in case.....	if	is empowered to.....	may
in close proximity.....	near, close	is entitled.....	is called
in connection with.....	with, about, concerning	is unable to.....	cannot
in consideration of the fact.....	because	issue.....	give
indicate.....	show, tell, say	it is apparent that.....	apparently
in excess of.....	more than	it is clear that.....	clearly
in favour of.....	for	it is directly.....	will
initiate.....	begin	it is evident that.....	evidently
in lieu of.....	instead of, in place of	it is my intention to.....	I will
in light of the fact that.....	because	it is obvious that.....	obviously
in many cases.....	often	it is often the case that.....	often
in most cases.....	usually	it is probable that.....	probably
in order to.....	to	it is the duty.....	will
in other words.....	or, that is	it shall be lawful.....	may
in possession of.....	have	it will be necessary.....	will need to
in reference to.....	about, concerning	it would appear that.....	apparently
in regard to.....	about, concerning	keep an eye on.....	watch
in relation to.....	about, concerning	last of all.....	last
in respect to.....	about, concerning	law passed.....	law enacted
in short supply.....	scarce	loan (as a verb).....	lend
in such a manner as to.....	to	locality.....	place
in terms of.....	in, of	locate.....	find
in the absence of.....	without	location.....	place
in the amount of.....	of, for	mailman.....	letter carrier
in the course of.....	during, while	maintenance.....	upkeep
in the event that.....	should, if, when	major portion of.....	most of
in the first place.....	first	majority of.....	most
in the instance of.....	for	make application to.....	apply
in the interest of.....	for	make contact with.....	see, meet
in the majority of instances.....	usually, generally	make the acquaintance of.....	meet
in the matter of.....	about	man (as a verb).....	staff, operate
in the nature of.....	like	man/men (as a noun).....	humans, people, individuals
in the near future.....	soon	man-days/hours.....	worker-days/hours
in the neighbourhood of.....	about	mankind.....	people, humans, humankind
in the possession of.....	has, have	man-made.....	synthetic, artificial, hand-made
in the proximity of.....	about, nearly	manner.....	way
in the vicinity of.....	around, near, close to	manpower.....	workers, workforce, staff, employees
in this case.....	here	materialize.....	appear
in view of the fact.....	because	maximum.....	most, largest, longest, greatest
indicate.....	show	middleman.....	go-between, facilitator, intermediary
inform.....	tell	minimum.....	least, smallest
initial.....	first		
initiate.....	begin, start		
input.....	comments, opinion		

Instead of...	Use...	Instead of...	Use...
modification	change	preserve	keep
modify	change	prior to	before
month of July	July	prior	earlier
moreover.....	how, next	prioritize	rank
necessitate.....	need	proceed.....	go, go ahead, start
negative	no	procure.....	buy, obtain, get
negotiate.....	make	prohibited from	may not
nevertheless	but, however	promulgate	make, issue
newsman	reporter, journalist	prosecute its business.....	do business
no later than June 30	before July 1	provided that	if
notwithstanding the fact that.....	although, even though	provision of law	law
objective.....	aim, goal	purchase (as a verb).....	buy
obligate	bind	pursuant to	under
obligation.....	debt	range all the way from.....	range from
obtain.....	get	receipt of	receive
occasion (as a verb)	cause	refer back.....	refer
of a technical nature	technical	regarding	about
of no mean ability	capable	reimburse	repay
of the opinion	believe	relative to	about
on a daily basis	daily, every day	remainder	rest
on a few occasions.....	occasionally	remuneration	pay, wages, salary, fee
on a weekly basis	weekly, every week	render	make, give
on account of	because	repairman	repairer, technician
on an ongoing basis	continually	reported to the effect.....	reported
on and after July 1.....	after June 30	represents.....	is
on behalf of.....	for	require	need
on his/her own application ..	at his/her request	reside	live
on or before June 30	before July 1	residence.....	home
on the basis of	by, from, because of	respecting	about
on the grounds that	because	retain	keep
on the part of.....	by	revise downward	lower, decrease
once in a while	occasionally	said, same, such	the, this, that
ongoing	continuing	salesgirl, saleslady.....	sales clerk/person/ representative
optimum	best, greatest, most	salesman.....	sales clerk/person/ representative
or, in the alternative.....	or	sections 20 to 94 inclusive	sections 20 to 94
output	product	seldom if ever	rarely
owing to the fact that	because	shall	will
parameter.....	boundary, limit	shows a preference for	prefers
participate	take part	since the time that	since
pending.....	until	solely	only
per annum, per day, per foot.....	a year, a day, a foot	specified	named
per centum	percent	spokesman	spokesperson
period of time	period, time	started off with.....	started with
personnel.....	people, staff	stewardess	flight attendant
pertaining to	of, about	strategize	plan
peruse	read	submit	give, send
policeman	police officer	subsequent to	after, later
portion	part	subsequent.....	next
possess	have	subsequent(ly)	later
prepared to offer	can offer, offer	substantial.....	big, large, great, significant
presently.....	soon	sufficient number of.....	enough

Instead of...	Use...	Instead of...	Use...
sufficient	enough	transmit	send
summon	send for, call	transpire	happen
sustain	suffer, keep going	under circumstances in which.....	although, even though
terminate	end, stop	under the provisions of	under
that is to say	that is	until such time as.....	until
the fact that.....	(omit)	utilization.....	use
the foregoing.....	the, this, that	utilize, employ	use
the fullest possible extent... ..	mostly, completely	verbose	wordy
the manner in which.....	how	viable.....	possible
the only difference being that	except that	visualize	imagine
the present time	now	voluminous.....	bulky
the question as to whether	whether, the question	waitress.....	waiter, server
there is no doubt but that..	doubtless, no doubt	watchman	security guard
this is a person who	this person	weatherman.....	weather forecaster, meteorologist
this is a subject that.....	this subject	with a view to	to
this is a topic that	this topic	with reference to.....	for, about, concerning
this is an (instance, case, situation) which.....	this (omit)	with regard to	for, about, concerning
through the use of.....	by	with respect to	for, on, about
thus	so, that way	with the exception of.....	except
to be sure	of course	with the object of	to
to the extent that	if, when	with the result that	so that
tradesman.....	trades person	workman	worker