

Use Simple Words and Phrases

Don't Say	Say	Don't Say	Say
accomplish	carry out, do	demonstrate	prove, show
accorded	given	designate	choose, name
adjacent to	next to	disclose	show
advantageous	helpful	disseminate	give, issue, pass, send
adversely impact on	hurt, set back	due to the fact that	due to, since
afford an opportunity	allow, let	during the period	during
approximate	about	elect	choose, pick
as a means of	to	employ	use
ascertain	find out, learn	equitable	fair
as prescribed by	in, under	establish	set up, prove, show
assist, assistance	aid, help	evidenced	showed
at the present time	at present, now	expedite	hasten, speed up
be advised	(omit)	expeditious	fast, quick
by means of	by, with	facilitate	ease, help
close proximity	near	feasible	can be done
commence	begin, start	finalize	complete, finish
comply with	follow	for a period of	for
currently	(omit), now	has a requirement for	needs

Find more words and phrases at <https://www.plainlanguage.gov/guidelines/words/use-simple-words-phrases/>

Don't Say	Say	Don't Say	Say
identify	find, name, show	it is requested	please, I request
implement	carry out, start	magnitude	size
in accordance with	by, following, per, under	maintain	keep, support
in a timely manner	on time, promptly	modify	change
inception	start	necessitate	cause, need
incumbent upon	must	notify	let know, tell
indicate	show, write down	not later than 10 May	by 10 May, before 11 May
initial	first	notwithstanding	in spite of, still
in order that	for, so	numerous	many
in order to	to	optimum	best, greatest, most
in regard to	about, concerning, on	pertaining to	about
in relation to	about, with, to	preclude	prevent
in the amount of	for	promulgate	issue, publish
in the event of	if	provided that	if
in the near future	shortly, soon	pursuant to	by, following, per, under
in the process of	(omit)	regarding	about, of, on
in view of	since	relative to	about, on
is applicable to	applies to	utilize, utilization	use
is authorized to	may	with reference to	about
it appears	seems	with the exception of	except for

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