

Plain Language Glossary

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Don't Write	Write
a and/or b	a or b or both
(an) absence of	no, none
abundance	enough, plenty, a lot (or say how many)
accelerate	speed up
accentuate	stress
accompany, accompanying	go with, with
accomplish	carry out, do
accorded	given
accordingly	so
according to our records	our records show
accrue	add, gain
accurate	correct, exact, right
achieve	do, make
acquire	buy, get
additional	added, more, other
address	discuss
adjacent to	next to
adjustment	change
admissible	allowed, acceptable
admit/deny	agree/disagree
adopt	approve
advantageous	helpful
adversely impact on	hurt, set back
advise	recommend, tell
affix	add, write, fasten, stick on, fix to
afford an opportunity	allow, let
aforesaid	this, earlier in the document
aggregate	total
aircraft	plane

alleviate	ease, reduce
allocate	divide, share, give
alter	change
alternative	(a) choice, (the) other
amendment	change
anticipate	expect
a number of	some
apparent	clear, plain
appear	seem, come
applicant	you
appreciable	many
advise	tell, inform
appropriate	(omit), proper, right
approximate	about
arrive onboard	arrive
as a consequence of	because
as a means of	to
ascertain	find out, learn
as of the date of	from
as prescribed by	in, under
assessment	study, report
assist, assistance	aid, help
attain	meet
attempt	try
at the present time	at present, now
attorney	lawyer
be advised	(omit)
benefit	help
by means of	by, with
belated	late
beneficial	helpful, useful
bestow	give, award
breach	break
calculate	work out, decide

capability	ability
caveat	warning
cease	finish, stop, end
circumvent	get around, avoid, skirt, circle
clarification	explanation, help
close proximity	near
combat environment	combat
combined	joint
commence	begin, start
communicate	talk, write, telephone (be specific)
competent	able, can
compile	make, collect
complete	fill out
completion	end
comply with	follow
component	part
comprise	form, include, make up
(it is) compulsory	(you) must
conceal	hide
concept	idea, plan
concerning	about, on
conclude	end, finish
concur	agree
condition	rule
consent	agree
consequently	so
considerable	great, important
consolidate	combine, join, merge
constitutes	is, forms, makes up
consult	talk to, see, meet
contains	has
contemplate	think about
contrary to	against, despite
convene	meet

correspond	write
could	can, may
counsel	lawyer
counter	against
courteous	polite
cumulative	added up, added together
currently	(omit), now
decree	order
deduct	take off, take away
deem	believe, consider, think
defer	put off, delay
delete	cut, drop
demonstrate	prove, show
deny	disagree
depart	leave
directive	order
designate	appoint, choose, name
desire	want, wish
determine	decide, figure, find
detrimental	harmful, damaging
develop	grow, make
disburse	pay, pay out
disclose	show
discontinue	drop, stop
discuss	talk about
disseminate	give, issue, pass, send
dissolution	divorce
documentation	papers, documents
due to the fact that	due to, since
duration	time, life
during the period	during
during which time	while
domiciled	lives
dwelling	home

e.g.	for example
effect modifications	make changes
elapse	pass, go by
elect	choose, pick
eligible	allowed, qualified
eliminate	cut, drop, end
emphasize	stress
employ	use
empower	allow, let
encounter	meet
endeavor	try
ensure	make sure
enter	approve, order, sign
enumerate	count
enquire	ask
equitable	fair
equivalent	equal
erroneous	wrong
establish	set up, prove, show
evaluate	test, check
evidenced	showed
evident	clear
examine	check, look at
exceedingly	highly
excessive	too many, too much
excluding...	does not include...
exclusively	only
exempt from	free from
exhibit	show
expedite	hasten, speed up
expeditious	fast, quick
expend	spend
expenditures	expenses, costs
expertise	ability

expiration	end
extended	long
fabricate	make, make up
facilitate	ease, help
failed to	didn't
factor	reason
favorable	good
feasible	can be done, workable
females	women
final	last
finalize	complete, finish
for a period of	for
for example, etc.	for example, such as
forfeit	give up, lose
formulate	plan, devise
forthwith	now, at once
forward	send
frequently	often
function	act, role, work
fundamental	basic
furnish	give, send
full, faith and credit	this order is valid in...
furthermore	then, also, and
generate	produce, give, make
grant	give
granted	approved
has a requirement for	needs
has the capacity	can, is able
henceforth	from
hereby	now, by this
herein	here
heretofore	until now
herewith	below, here
however	but

identical	same
identify	find, name, show
immediately	at once
impacted	affected, changed
impairment	problem
implement	carry out, start
imply	suggest, hint at
in accordance with	by, following, per, under
in addition	also, besides, too
in advance	before
in an effort to	to
inappropriate	wrong, unsuitable
inasmuch as	since
in a timely manner	on time, promptly
in case of	if
inception	start
inconjunction with	and, with
in consequence	because, as a result of
incumbent upon	must
indicate	show, write down
indication	sign
in excess of	more than
inform	tell
initial	first
initiate	start
in lieu of	instead
in order that	for, so
in order to	to
in receipt of	get, have, receive
in regard to	about, concerning, on
in relation to	about, with, to
in respect of	about, for
inter alia	(omit)
interface	meet, work with

interpose no objection	don't object
in the absence of	without
in the amount of	for
in the course of	while, during
in the event of	if
in the near future	shortly, soon
in the neighborhood of	about, around
in the process of	(omit)
in view of	since
in view of the above	so
is applicable to	applies to
is authorized to	may
is in consonance with	agrees with, follows
is responsible for	(omit) handles
is of the opinion	thinks
issue	give, send
it appears	seems
itemize	list
it is	(omit)
it is essential	must, need to
it is known that	i/we know that
it is requested	please, we request, i request
justify	prove
(a) large number of	many, most (or say how many)
liaison	discussion
lawful	legal
legislation	law
limited number	limits
locality	place, area
locate	find, put
magnitude	size
maintain	keep, support
majority	most
manufacture	make

marginal	small, slight
material	relevant
materialize	happen, occur
maximum	greatest, largest, most
methodology	method
might	may
minimize	decrease, method
minimum	least, smallest
modify	change
monitor	check, watch
moreover	and, also, as well
motion	ask
moving party, movant	person who asked for this order
narrate	tell
necessitate	cause, need
negligible	very small
nevertheless	but, however, even so
notify	let know, tell
not later than 10 may	by 10 may, before 11 may
not later than 1600	by 1600
notwithstanding	in spite of, still
numerous	many
objective	aim, goal
obligate	bind, compel
observe	see
obtain	get, receive
occupation	job, work, business
occur	happen
on a regular basis	(omit)
on behalf of	for
on numerous occasions	often
operate	run, use, work
operational	working
optimum	best, greatest, most

option	choice, way
originate	start, came from
otherwise	or
outcome	result
outstanding	unpaid
parameters	limits
participate	take part
per annum	every year
perform	do
permissible	allowed
permit	let
pertaining to	about, of, on
peruse	read, read carefully, look at
portion	part
position	place
possess	have, own
possessions	belongings
possibility	chance
practicable	practical
practically	almost, nearly
precede	go before, come before
preclude	prevent
predominate	main
presently	now, soon
prescribe	set, fix
preserve	keep, protect
previous	earlier
previously	before
principal	main
prioritize	rank
prior	earlier
prior to	before
probability	chance
procedures	rules, way

proceed	do, go ahead, try
procure	(omit)
proficiency	skill
programmed	planned
prohibit	ban, stop
projected	estimated
promptly	quickly, at once
promulgate	issue, publish
provide	give, offer, say
provided that	if
provides guidance for	guides
provisions	rules
purchase	buy
pursuant to	by, following, per, under
recapitulate	sum up
reconsider	think again about, look again at
reduce	cut
reflect	say, show
regarding	about, of, on
reimbursement	repayment
relative to	about, on
relocate	move
relocation	move
regulation	rule
reiterate	repeat, restate
remain	stay
remain	stay
remainder	rest
remuneration	pay, payment
render	give, make
represents	is
request	ask
require	must, need
requirement	need

reside	live
residential address	home address
restrained and enjoined from	must not
retain	keep
review	look at (again)
revised	new, changed
revocation	cancel, withdraw
said, some, such	the, this, that
selection	choice
set forth in	in
shall	must
show cause	show why the court should not, show why xx should not be approved
significance	meaning, point
similar to	like
simultaneously	at the same time
solely	only
solicit	ask for, request
specified	given, written, set
state	say, tell us, write down
state-of-the-art	latest
statutory	legal, by law
subject	the, this, your
submit	give, send
subpoena duces tecum	order to produce documents
subsequent	later, next
subsequently	after, later, then
substantial	large, much
successfully complete	complete, pass
sufficient	enough
supplement	go with, add to
supplementary	extra, more
supply	give, sell, deliver
surrender (weapons)	turn in
surmise	guess

susceptible	open to
take action to	(omit)
terminate	end, stop
the month of	(omit)
thereafter	then afterwards
there are	(omit)
thereby by that,	because of that
therefore	so
therein	there
there is	(omit)
thereof	its, their
thereto	to that
the undersigned	i
the use of	(omit)
this activity, command	us, we
thus	so
timely	prompt
time period	(either one)
transfer	change, move
transmit	send
transpire	happen, occur
type	(omit)
ultimately	in the end, finally
unavailability	lack of
undersigned	i we
undertake	agree, promise, do
under the provisions of	under
unilateral	one-sided, one-way
unoccupied	empty
until such time as	until
utilize, utilization	use
validate	confirm
variation	change
viable	practical, workable

verbatim	exact
vice	instead of, versus
virtually	almost (or edit out)
visualize	see, predict
warrant	call for, permit
whatsoever	whatever, what, any
whereas	because, since
whether or not	whether
without good cause	without a good reason
with reference to	about
with the exception of	except for
with regard to	about, for
witnessed	saw
your office	you
/ (slash)	and, or
until such time as	until
utilize, utilization	use
validate	confirm
viable	practical, workable
vice	instead of, versus
warrant	call for, permit
whereas	because, since
with reference to	about
with the exception of	except for
witnessed	saw
your office	you
/ (slash)	and, or