

Everyday words cheat sheet

To make content fast and easy to read and understand, use short, everyday words. Here's a list of words to avoid and alternatives to try in their place.

Avoid these words	Try these words instead
Absence of	None
Abundance of	A lot, much, many, plenty
Accede to	Agree
Accelerate	Speed up, hurry
Accentuate	Stress
Acknowledge	Thank, accept
Accompany	Go with
Accompanying	With
Accomplish	Do, finish
Accord	Agreement, give
Accordingly	So
Acquainted with	Knows about
Acquire	Get, buy
Additional	More
Additionally	Also
Adjacent to	Next to, near
Adjustment	Change
Admissible	Allowed, acceptable
Administer	Manage, run, give
Advantageous	Useful, helpful
Advert	Refer
Advise	Tell, say, suggest
Affix	Add, stick on

Avoid these words	Try these words instead
Afforded	Given
Aforesaid, aforementioned	Earlier, before, this
Aggregate	Total
Aligned	In line, agrees with
Alleviate	Reduce, ease
Allocate	Share, give
Alternative	Other, choice
Alternatively	Or
Ambit	Scope
Ameliorate	Improve, help
Amend	Change
Anticipate	Expect, think, believe
Apparent	Clear, plain, obvious
Application	Use, computer program
Appreciable	Large, great
Apprise	Tell, explain
Appropriate	Right, proper, suitable
Approximately	About
Ascertain	Find out
Assemble	Put together, bring together, build
Assess	Test, check, work out
Assist	Help
At present	Now
Attempt	Try
Attended	Came to, went to, were at
Attributable to	Because of, due to
Authenticate	Log in, prove

Avoid these words	Try these words instead
Authorise	Approve, allow, let
Belated	Late
Benefit	Help, use
Beneficial	Helpful, useful
Bestow	Give
Breach	Break
Breadth	Size, range
Calculate	Add up, work out
Cease	Stop, finish, end
Circumvent	Get around, avoid
Clarify	Explain, make clear
Cognisant of	Aware of, knows
Combine	Mix
Commence	Start, begin
Communicate	Talk, write, email, phone
Competent	Able, skilled, can
Compile	Collect
Complete	Fill in, finish
Comply	Meet
Component	Part
Comprise	Include, make up
Conceal	Hide
Concur	Agree
Consequence	Result
Constitute	Make up, form
Consult	Talk to, ask, meet with
Contiguous to	Next to

Avoid these words	Try these words instead
Curriculum	Course, program
Curtail	Cut short, shorten
Demonstrate	Show
Denote	Show
Desire	Want
Donate	Give
Echelon	Level
Endeavour	Try
Evince	Show
Examination	Exam, test
Excessive number	Too many
Exclusively	Only
Exit	Leave
Extinguish	Turn off, put out
Facilitate	Help
Fundamental	Basic
Furnish	Give, provide
Garner	Get, gather
Generate	Produce, make
Indicate	Show, say, mean
Individual	Person
Inquire (enquire)	Ask
Instruct	Tell, teach, show
Legislation	Law
Leverage	Use
Locality	Area, place
Locate	Find

Avoid these words	Try these words instead
Manner	Way
Methodology	Method, way
Modify	Change
Necessity	Need
Notify	Tell
Notwithstanding	Despite
Numerous	Many
Objective	Goal
Observe	See, watch
Obtain	Get
Occasioned by	Caused by, because
Permissible	Allowed, can
Permit	Let, allow
Personnel	People, staff
Portion	Part
Possess	Have, own
Principal	Main
Proceed	Go, start
Procure	Buy, get
Provide	Give
Provided that	If, but
Purchase	Buy
Purport	Claim, suggest
Pursuant to	By, because of
Referred to as	Called
Regulation	Rule, law
Remainder	Rest

Avoid these words	Try these words instead
Render	Make
Render assistance	Help
Request	Ask
Require	Need
Reside	Live
Residence	Home
Retain	Keep
Submit	Send
Subsequent	Later
Subsequent to	After
Subsequently	After, later
Substantiate	Prove
Sufficient	Enough
Termination	End
Undergo	Have
Undertake	Do, take
Upon	On
Utilise	Use