# 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |