



# Plain English

## Word and phrase swap

Swap	For	Swap	For
A number of	Several, many, some	Facilitate	Help
Adequate	Enough	Following	After
Additional	More, extra	Frequently	Often
Alleviate	Ease, reduce	Give consideration to	Consider, think about
Approximately	About	Immediately	At once
Are required to	Must	Impacts on	Affects
At this moment in time	Now	In a number of cases	Some, often
Attributable to	Due to, because	In addition (to)	And, also, as well as
Attain	Reach	In case of	If
Beneficial	Helpful, useful	Intend to	Will
By means of	By	In the near future	Soon
Cease	Stop	In the majority of cases	Most of the time
Comply with	Keep to, meet	Irrespective of	Despite, even it
Concerning	About, on	Jeopardise	Risk, threaten
Consequently	So, because of	Key	Main
Considerable	Great, important	Locality	Area
Currently	Now (or delete)	(It is) mandatory	You must
Deficiency	Lack of	Modify	Change
Detrimental	Harmful, damaging	Negligible	Very small, tiny
Endeavour to	Try to, aim to	Notify	Tell, let us/you know
Ensure	Make sure	Notwithstanding	Even if, despite
Excessive	Too much	Numerous	Many



Swap	For
Objective	Aim, goal
On behalf of	For
On request	If you ask
On the grounds that	Because
Optimum	Best, ideal
Option	Choice
Otherwise	Or
Partially	Partly
Per annum	A year
Practically	Almost, nearly
Predominant	Main
Principal	Main
Progressive	Get worse / better
Proximity	Closeness
Provided that	If, as long as
Reimburse	Repay, pay back
Reiterate	Repeat, restate
Relating to	About
Remainder	The rest, what is left
Request	Ask
Require	Need, want
Reside	Live
Retain	Keep
Revised	New, changed
Similarly	In the same way
Statutory	Legal, by law
Subject to	Depending on
Subsequently	Later, after
Substantial	Large, great, a lot of
Sufficient	Enough
Sustainable	Able to be kept up
Terminate	Stop, end
That being the case	If so
To date	So far, up to now
Transfer	Move
Utilise	Use
Virtually	Almost
We have pleasure in	We are glad to

Swap	For
With effect from	From
Without delay	Quickly (or say when)
You are requested	Please
Zone	Area, region
We have pleasure in	We are glad to
<b>Words/phrases to avoid</b>	
Often you can remove the following words of phrases without affecting your meaning	
Absolutely	
Actually	
At this moment in time	
Basically	
Currently	
During the period from	
In due course to	
In view of the fact	
I wish to ( <i>only fairies grant wishes!</i> )	
(I would like to) take this opportunity	
Obviously	
Quite	
Really	
Should ( <i>reword as a positive message</i> )	
That	
The month of	
To the extent that	
Until such time	
Very	
Platform	
<b>Many words and phrases are vague and unclear. Take care with:</b>	
Agenda ( <i>unless it's for a meeting</i> )	
Counter ( <i>unless it's the front counter</i> )	
Drive ( <i>except in relation to transport</i> )	
Framework	
Overarching	
Platform ( <i>unless it's a physical platform</i> )	
Progress ( <i>unless you are using it as a noun</i> )	
Promote	
Streamline	