

## Use common, simple words.

## Cut out unnecessary words.



accomplish

activate adequate

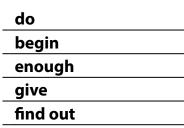
allocate

expedite

facilitate formulate in lieu of indicate

inform





ascertain	find out	
assist	help	
d::		

disseminate	send out, distribute
eliminate	remove
ensure	make sure
endeavour	try

tell

make easier, help	
work out, devise, for	m
instead of	
show	

hasten, speed up

locality	place
obtain	get
optimum	best, greatest, most

regarding	about	
request	ask	
strategize	plan	

utilize	use
narrative	story

	X	)
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<u> </u>
at the present time
by means of
during such time
has the capacity
in respect of
in the absence of
in the event that
in order to
in the first instance
in view of the fact
on the part of
subsequent to
until such time
with a view to
with reference to
with regard to
under the provisions of
it would appear that
It is probable that
notwithstanding the
fact that
excessive number of
socialize the document

adequate number of

enough
now
by
while
can, is able
for
without
if
to
first
because
by
after
until
to
about
about
under
apparently
probably
although
too many
share, circulate