

Use common, simple words.

X

accomplish

activate

adequate

allocate

ascertain

assist

disseminate

eliminate

ensure

endeavour

expedite

facilitate

formulate

in lieu of

indicate

inform

locality

obtain

optimum

regarding

request

strategize

utilize

narrative

✓

do

begin

enough

give

find out

help

send out, distribute

remove

make sure

try

hasten, speed up

make easier, help

work out, devise, form

instead of

show

tell

place

get

best, greatest, most

about

ask

plan

use

story

Cut out unnecessary words.

X

adequate number of

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

✓

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