# List of plain English words and phrases

From Wikipedia, the free encyclopedia

Plain English (sometimes referred to more broadly as plain language) is a generic term for communicating in English that emphasizes clarity, brevity, and avoiding technical language—particularly relating to official government or business communication. It uses simple, familiar words instead of lengthy, formal words, [1] avoids jargon, prefers positive words to negative words, [2] and prefers strong verbs to be verbs. [3]

This is a **list of plain English words and phrases** and the more lengthy, formal words for which they are recommended as replacements in writing guides. The problem word is listed first; the plain English alternative follows.

#### **Contents:**

```
\mathsf{Top} \cdot 0 - 9 \cdot \mathsf{A} \cdot \mathsf{B} \cdot \mathsf{C} \cdot \mathsf{D} \cdot \mathsf{E} \cdot \mathsf{F} \cdot \mathsf{G} \cdot \mathsf{H} \cdot \mathsf{I} \cdot \mathsf{J} \cdot \mathsf{K} \cdot \mathsf{L} \cdot \mathsf{M} \cdot \mathsf{N} \cdot \mathsf{O} \cdot \mathsf{P} \cdot \mathsf{Q} \cdot \mathsf{R} \cdot \mathsf{S} \cdot \mathsf{T} \cdot \mathsf{U} \cdot \mathsf{V} \cdot \mathsf{W} \cdot \mathsf{X} \cdot \mathsf{Y} \cdot \mathsf{Z}
```

#### A

- above-mentioned, above-listed, before-mentioned, aforementioned (omit)<sup>[4][5]</sup>
- **abundance** enough, plenty, (or specific amount)<sup>[6]</sup>
- accede to allow, agree to [6]
- accelerate speed up<sup>[6]</sup>
- accentuate stress<sup>[6]</sup>
- **accommodation** room<sup>[7]</sup>
- accompany go with, [8] with [6]
- accomplish do<sup>[8]</sup>
- accorded given<sup>[8]</sup>
- accordingly thus, so<sup>[8][9]</sup>
- accrue add, gain<sup>[8]</sup>
- accurate right<sup>[8]</sup>
- acquiesce agree<sup>[6]</sup>
- acquire get<sup>[6]</sup>
- **additional** extra<sup>[8][10][11]</sup>
- address discuss<sup>[8]</sup>
- addressees vou<sup>[8]</sup>
- adjacent to Next to<sup>[8]</sup>
- adjustment change, alteration<sup>[6]</sup>
- admissible allowed, accepted<sup>[6]</sup>
- advantageous helpful<sup>[8]</sup>
- adversely impact on hurt, set back<sup>[8]</sup>
- **advise** tell<sup>[8][12]</sup>
- afford an opportunity allow, let<sup>[8]</sup>
- aggregate total<sup>[6]</sup>
- aircraft airplane (USA) / aeroplane (UK)<sup>[8]</sup> ("Plane" can also mean "flat surface" and a woodworking tool; the word "airplane" avoids this confusion. The word "aircraft" can be used if you

need to specifically include balloons, blimps, gliders, etc.; it's the simplest word for the whole category of aerial vehicles.)

- alleviate ease, reduce<sup>[6]</sup>
- allocate divide<sup>[8]</sup>
- along the lines of like, as in<sup>[13]</sup>
- alternatively or<sup>[13]</sup>
- ameliorate improve, help<sup>[13]</sup>
- an absence of no, none $^{[6]}$
- **and particularly** particularly<sup>[14]</sup>
- and/or use either "and" or "or." [8][15]
- anticipate expect<sup>[8]</sup>
- a number of some<sup>[8]</sup>
- applicant you<sup>[16]</sup>
- application use<sup>[13]</sup>
- apparent clear, plain<sup>[8]</sup>
- **apprehend** arrest<sup>[17]</sup>
- appreciable many<sup>[8]</sup>
- appropriate proper, right<sup>[8]</sup>
- approximate about<sup>[8][18]</sup>
- arrive onboard arrive<sup>[8]</sup>
- as a means of  $-to^{[8]}$
- ascertain find out, learn<sup>[8]</sup>
- as per our telephone conversation of this date as we discussed this afternoon<sup>[19][20]</sup>
- as prescribed by in, under [8]
- as far as ... is concerned (omit)<sup>[21][22]</sup>
- **as to** of, on, with, for, to, by, in, into<sup>[23]</sup>
- as yet, as of yet yet<sup>[24]</sup>
- assist, assistance help<sup>[8][25]</sup>
- at its discretion can, mav<sup>[13]</sup>
- attain meet<sup>[8]</sup>
- attempt try<sup>[8]</sup>
- at the present time, at this time, at this point in time, at the moment now<sup>[8][26][27][13]</sup>
- attributable to because<sup>[13]</sup>
- at your earliest convenience as soon as you can<sup>[28]</sup>
- **authorize** allow, let<sup>[29]</sup>

#### B

- **basis, on a** (omit)<sup>[30]</sup>
- **be advised** (omit)<sup>[8]</sup>
- because of the fact that because, since [31][32]
- **beg** ask<sup>[33]</sup>
- **belated** late<sup>[34]</sup>
- beneficial helpful, useful<sup>[34]</sup>
- **bestow** give, award<sup>[34]</sup>

- **by means of** by, with [8][35]
- by reason of because<sup>[36]</sup>
- **by virtue of** by, under $^{[37]}$
- **beverage** drink<sup>[38]</sup>

## $\mathbf{C}$

- capable of, am/is/are can
- capability ability<sup>[8]</sup>
- **case of, in the** (omit)<sup>[39]</sup>
- caveat warning<sup>[8]</sup>
- **cease** stop<sup>[40]</sup>
- chauffeur driver<sup>[41]</sup>
- clearly, obviously (omit)<sup>[42]</sup>
- close proximity near<sup>[8]</sup>
- combat environment combat<sup>[8]</sup>
- combined joint<sup>[8]</sup>
- **commence** Begin or start<sup>[8][43][44]</sup>
- **completely revoke** revoke<sup>[45]</sup>
- **comply with** follow<sup>[8][46]</sup>
- complete fill in<sup>[47]</sup>
- component

  part<sup>[8]</sup>
- comprise form<sup>[8]</sup>
- **conceal** hide<sup>[48]</sup>
- **concerning** about, on<sup>[8]</sup>
- consensus, of opinion, consensus, general consensus<sup>[49]</sup>
- **consequently**  $so^{[8][50][51]}$
- consolidate join, merge<sup>[8]</sup>
- **constitutes** is, forms, makes up<sup>[8]</sup>
- contains has<sup>[8]</sup>
- convene meet<sup>[8]</sup>
- corridor hall<sup>[52]</sup>
- **currently** (omit), now<sup>[8]</sup>

## D

- **deem** believe, think<sup>[8]</sup>
- delete cut, drop<sup>[8]</sup>
- **demonstrate** prove, show<sup>[8]</sup>
- **depart** leave, go<sup>[8][53]</sup>
- **designate** choose, name<sup>[8]</sup>
- **desire** want, wish<sup>[8]</sup>
- despite the fact that although<sup>[54][55]</sup>
- **determine** decide, figure, find<sup>[8]</sup>
- **disclose** show<sup>[8]</sup>

- **different** *After a number, this word is often unnecessary.*
- **discontinue** drop, stop<sup>[8]</sup>
- **disseminate** give, issue, pass, send<sup>[8]</sup>
- does not have lacks<sup>[56]</sup>
- **does not include** excludes, omits<sup>[57]</sup>
- **due to the fact that** because, since<sup>[8][58]</sup>
- duly (authorized, signed) (omit)<sup>[59]</sup>
- during the period, during the time that during, while<sup>[8][60]</sup>

### $\mathbf{E}$

- each and every (omit)<sup>[61]</sup>
- early beginnings beginnings, early days<sup>[62]</sup>
- each...apiece each<sup>[63]</sup>
- **economical** cheap<sup>[64]</sup>
- **effect modifications** make changes<sup>[8]</sup>
- elect chose, pick<sup>[8]</sup>
- eliminate cut, drop, end<sup>[8]</sup>
- else but, else than but<sup>[65]</sup>
- elucidate explain<sup>[66][67]</sup>
- emphasize stress<sup>[64]</sup>
- **■ employ** use<sup>[8]</sup>
- enclosed please find I have enclosed<sup>[68][69]</sup>
- encounter meet<sup>[8]</sup>
- **endeavor** try<sup>[8][70]</sup>
- end (result, product) omit<sup>[71]</sup>
- enquiry question<sup>[64]</sup>
- **ensure** make sure<sup>[8][72]</sup>
- entitlement right<sup>[64]</sup>
- enumerate count<sup>[8]</sup>
- equally as equally<sup>[73]</sup>
- equipments equipment<sup>[8]</sup>
- equitable fair<sup>[8]</sup>
- equivalent equal<sup>[64]</sup>
- **establish** set up, prove, show<sup>[8]</sup>
- evaluate test, check<sup>[64]</sup>
- evidenced showed<sup>[8]</sup>
- evident (omit), clear<sup>[8]</sup>
- evince show, prove<sup>[64]</sup>
- excluding except<sup>[64]</sup>
- exclusively only<sup>[64]</sup>
- **exhibit** show<sup>[8]</sup>
- expedite hurry<sup>[8][74]</sup>
- expeditious fast, quick<sup>[8]</sup>
- expend spend<sup>[8]</sup>

- expertise ability<sup>[8]</sup>
- **expiration** end<sup>[8]</sup>

# F

- facilitate ease, help<sup>[8]</sup>
- **fauna** animals<sup>[8]</sup>
- **feasible** workable<sup>[8]</sup>
- **females** women<sup>[8]</sup>
- **finalize** complete, finish<sup>[8][75]</sup>
- first(ly), second(ly), third(ly) first, second, third<sup>[76]</sup>
- **first and foremost** first<sup>[77]</sup>
- **flora** plants<sup>[8]</sup>
- **following** after<sup>[78]</sup>
- for a period of for<sup>[8][79]</sup>
- for example, \_\_\_\_\_etc. for example, such as<sup>[8]</sup>
- **forfeit** lose, give up<sup>[8]</sup>
- **formulate** plan<sup>[78]</sup>
- for the purpose of,  $-to^{[80]}$
- for the reason that,  $to^{[81]}$
- **forward** send<sup>[8][82]</sup>
- frequently often<sup>[8]</sup>
- **function** act, role, work<sup>[8]</sup>
- **furnish** give, send<sup>[8]</sup>

#### H

- **has a duty to** must<sup>[83]</sup>
- has a requirement for needs<sup>[8]</sup>
- herein, heretofore, herewith, thereof, wherefore, wherein –(omit)<sup>[8][76]</sup>
- **honest truth** truth<sup>[84]</sup>
- **however** but, yet<sup>[8][85]</sup>

#### **Contents:**

 $\mathsf{Top} \cdot 0 - 9 \cdot \mathsf{A} \cdot \mathsf{B} \cdot \mathsf{C} \cdot \mathsf{D} \cdot \mathsf{E} \cdot \mathsf{F} \cdot \mathsf{G} \cdot \mathsf{H} \cdot \mathsf{I} \cdot \mathsf{J} \cdot \mathsf{K} \cdot \mathsf{L} \cdot \mathsf{M} \cdot \mathsf{N} \cdot \mathsf{O} \cdot \mathsf{P} \cdot \mathsf{Q} \cdot \mathsf{R} \cdot \mathsf{S} \cdot \mathsf{T} \cdot \mathsf{U} \cdot \mathsf{V} \cdot \mathsf{W} \cdot \mathsf{X} \cdot \mathsf{Y} \cdot \mathsf{Z}$ 

#### I

- identical same<sup>[8]</sup>
- identify –find, name<sup>[8]</sup>
- identify with –agree, understand<sup>[86]</sup>
- if and when use either word; not both<sup>[87]</sup>
- immediately at once<sup>[8]</sup>
- **impacted** affected,changed<sup>[8]</sup>

- **implement** carry out, start<sup>[88]</sup>
- in accordance with by, under [8][89][90]
- in addition also, besides, too<sup>[8]</sup>
- in all likelihood probably<sup>[91]</sup>
- in an effort to to<sup>[8]</sup>
- inasmuch  $since^{[8][92]}$
- in a timely manner on time, promptly<sup>[8]</sup>
- in between between<sup>[93]</sup>
- inception start<sup>[8]</sup>
- in connection with with, about<sup>[94]</sup>
- incumbent upon must<sup>[8]</sup>
- **indicate** say, state, or show<sup>[8][93][95]</sup>
- indication sign<sup>[8]</sup>
- individual person<sup>[96][97]</sup>
- in excess of more than<sup>[98]</sup>
- **in favor of** for<sup>[99]</sup>
- initial first<sup>[8]</sup>
- initiate start<sup>[8]</sup>
- in lieu of instead<sup>[8]</sup>
- in light of the fact that because<sup>[100][101][102]</sup>
- in many cases often<sup>[103]</sup>
- in order that for, so<sup>[8]</sup>
- in order to  $to^{[8][96][104][105]}$
- inquire person<sup>[106]</sup>
- in regard(s) to about, concerning, on [8][107]
- in relation to about, with, to [8][108]
- in some instances sometimes<sup>[109]</sup>
- **inside of** inside<sup>[110]</sup>
- institute legal proceedings against, bring action against sue<sup>[111]</sup>
- inter alia (omit)<sup>[8]</sup>or use "among others"<sup>[110]</sup>
- interface meet, work with<sup>[8][112]</sup>
- in terms of –(omit)<sup>[110][113]</sup>
- interpose no objection don't object<sup>[8]</sup>
- in the amount of − for<sup>[8]</sup>
- **in the case of** when<sup>[114]</sup>
- in the event of if<sup>[8][115][116][117]</sup>
- in the majority of instances usually [118]
- in the nature of like<sup>[119]</sup>
- in the near future shortly, soon<sup>[8]</sup>
- in the process of (omit)<sup>[8]</sup>
- in view of since<sup>[8]</sup>
- in view of the above so<sup>[8]</sup>
- regardless regardless<sup>[120][121]</sup>
- is applicable to applies to<sup>[8]</sup>
- is authorized to may<sup>[8]</sup>

- is in consonance with agrees with, follows<sup>[8]</sup>
- **is responsible for** (omit) handles<sup>[8]</sup>
- it appears seems<sup>[8]</sup>
- it is  $-(omit)^{[8]}$
- it is essential must, need to<sup>[8]</sup>
- it is requested please, we request, I request<sup>[8]</sup>
- it is important to add that, in this regard it is of significance that, it may be recalled that, it is interesting to point out that (omit)<sup>[122]</sup>

#### L

- liaison discussion<sup>[8]</sup>
- -ly (doubtless, fast, ill, much, seldom, thus) (omit)[123]
- last will and testament will<sup>[124]</sup>

#### $\mathbf{M}$

- magnitude size<sup>[8]</sup>
- maintain keep, support<sup>[8]</sup>
- majority most (except for voting)<sup>[125]</sup>
- make a mockery of (omit) $^{[126]}$
- make an attempt, make an effort try<sup>[127]</sup>
- make reference to refer<sup>[128]</sup>
- maximum greatest, largest, most<sup>[8]</sup>
- **mental attitude** attitude<sup>[129]</sup>
- **merge** merge<sup>[130]</sup>
- methodology method<sup>[8]</sup>
- minimize decrease<sup>[8]</sup>
- minimum least, smallest<sup>[8]</sup>
- modify change<sup>[8]</sup>
- monitor check, watch<sup>[8]</sup>
- **month** + **of** + **year** March 2013<sup>[131]</sup>
- **moreover** what's more<sup>[132]</sup>
- **multiple** many<sup>[133]</sup>

# N

- nature, of  $a (omit)^{[134]}$
- necessitate cause, need<sup>[8]</sup>
- **nevertheless** still, besides, even so<sup>[135]</sup>
- **notify** let know, tell<sup>[8]</sup>
- **not able** unable<sup>[136]</sup>
- **not accept** reject<sup>[137]</sup>
- not certain uncertain<sup>[138]</sup>
- **not unlike** similar, alike<sup>[139]</sup>

- **not many** few<sup>[140]</sup>
- **not often** seldom, rarely<sup>[141]</sup>
- **not the same** different<sup>[142]</sup>
- **not...unless**, **not...except** only if [143]
- **not...until** only when<sup>[144]</sup>
- not later than 10 May by 10 May, before 11 May<sup>[8]</sup>
- **notwithstanding** in spite of, still<sup>[8]</sup>
- **now comes** (omit)<sup>[145]</sup>
- **null and void** use either "null" or "void" [146][147][148]
- **numerous** many[8][149][150]

### 0

- **objective** aim, goal<sup>[8]</sup>
- **obligate** bind, compel<sup>[8]</sup>
- observe see on a \_\_\_\_ basis (omit)<sup>[8]</sup>
- **obtain** get<sup>[151]</sup>
- **off of** off<sup>[152]</sup>
- on request if you ask<sup>[153]</sup>
- on a daily basis daily
- on a X basis Xly (where X is an adjective)
- on the basis of by, from [154]
- on the contrary but, so<sup>[155]</sup>
- on the grounds that (omit)<sup>[156]</sup>
- on the other hand (omit);<sup>[157]</sup> but, so<sup>[158]</sup>
- on the part of by<sup>[159][160]</sup>
- operate run, use, work<sup>[8]</sup>
- **optimum** best, greatest, most<sup>[8]</sup>
- **option** choice, way<sup>[8]</sup>
- **orientate** orient<sup>[159][161]</sup>
- ...out (calculate, cancel, distribute, segregate, separate) omit<sup>[162]</sup>
- **outside of** outside<sup>[159]</sup>
- overall (unless it means the garment) (omit)[163]
- oversight [v] oversee<sup>[164]</sup>
- owing to the fact that because, since [165][166]

### P

- parameters limits (except in mathematical and computer-programming uses)<sup>[8][167]</sup>
- participate take part<sup>[8]</sup>
- particulars details<sup>[168]</sup>
- pass away die<sup>[169]</sup>
- **per annum** a year<sup>[170]</sup>
- perchance perhaps<sup>[171]</sup>
- perform do<sup>[8]</sup>

- **permit** let<sup>[8]</sup>
- **pertaining to** about, of, on<sup>[8]</sup>
- perspire sweat<sup>[172]</sup>
- **peruse** read<sup>[173]</sup>
- **PIN number** PIN<sup>[174]</sup>
- **place** put<sup>[175]</sup>
- **portion** part<sup>[8]</sup>
- **possess** have, own<sup>[8]</sup>
- point in time, particular point in time time, point, now, moment [176]
- **potentiality** potential<sup>[177]</sup>
- **practicable** practical<sup>[8]</sup>
- preclude prevent<sup>[8]</sup>
- **preowned** used<sup>[178]</sup>
- preliminary to, previous to, previously, prior to before [8][179][180][181][182]
- **preparatory to** to prepare for [179][183]
- prioritize rank; [8] set or make priorities [184]
- **proceed** do, go ahead,  $try^{[8][185]}$
- **procure** (omit)<sup>[8]</sup>
- proficiency skill<sup>[8]</sup>
- promulgate issue, publish<sup>[8]</sup>
- **provide** give, offer, say<sup>[8]</sup>
- **provided that** if [8][186][187]
- provide guidance for guide<sup>[8]</sup>
- **purchase** buy<sup>[8][188][189]</sup>
- pursuant to by, following, per, under; [8] in response to, in carrying out, as required by [190][191]

# Q

- question as to whether, question of whether question whether<sup>[192]</sup>
- quite puzzling baffling<sup>[193]</sup>

# R

- reason ... is because because<sup>[194]</sup>
- refer back refer<sup>[195]</sup>
- **reflect** say, show<sup>[8]</sup>
- regard as being regard as<sup>[196]</sup>
- **regarding** about, of, on[8][197]
- relative to about, on<sup>[8]</sup>
- relocate move<sup>[8]</sup>
- remain stay<sup>[8]</sup>
- remainder rest<sup>[8]</sup>
- remuneration pay, payment<sup>[8]</sup>
- render give, make<sup>[8]</sup>
- represents is<sup>[8]</sup>

- request ask<sup>[8]</sup>
- require must, need<sup>[8]</sup>
- requirement need, [8] rule [198]
- reside, residence live, house<sup>[8][199]</sup>
- respectively (omit)<sup>[200]</sup>
- retain keep<sup>[8]</sup>
- **retire** go to bed<sup>[201]</sup>

# S

- said, some, such, same the, this, that [8][202][203][204][205]
- selection choice<sup>[8]</sup>
- **separate** *After a number, this word is often unnecessary.*
- set forth in  $-in^{[8]}$
- **shall** must<sup>[206][207][208]</sup>
- **should you wish** if you want<sup>[209]</sup>
- similar to like<sup>[8]</sup>
- solicit ask for, request<sup>[8]</sup>
- state-of-the-art latest<sup>[8]</sup>
- **strategize** plan<sup>[210]</sup>
- **subject** the, this, your<sup>[8]</sup>
- **submit** give, send<sup>[8]</sup>
- subsequent, subsequently, subsequent to later, next, after, then [8][211][212][213][214]
- substantial large, much<sup>[8]</sup>
- successfully complete complete, pass<sup>[8]</sup>
- **sufficient** enough<sup>[8][215]</sup>

#### T

- take action to (omit)<sup>[8]</sup>
- **terminate** end,  $stop^{[8][216][217][218]}$
- than was formerly the case now<sup>[219]</sup>
- the month of  $-(\text{omit})^{[8]}$
- **there are** (omit)<sup>[8]</sup>
- **therefore** thus, so<sup>[8][220]</sup>
- therein there<sup>[8]</sup>
- **there is** (omit)<sup>[8]</sup>
- the undersigned  $-I^{[8]}$
- **the use of** (omit)<sup>[8]</sup>
- this activity, command us, we<sup>[8]</sup>
- timely prompt<sup>[8]</sup>
- time period (either one)<sup>[8]</sup>
- **to be violative of** violate<sup>[221]</sup>
- took advantage of preyed<sup>[222]</sup>
- **to wit** (omit) $^{[223]}$

- **transpire** (unless referring to plant transpiration) happen<sup>[224]</sup>
- **transmit** send<sup>[8][225]</sup>
- **type** (omit)<sup>[8]</sup>

#### U

- under the provisions of under<sup>[8]</sup>
- until such time as until<sup>[8][226]</sup>
- **utilize, utilization** use<sup>[8][227][228][229]</sup>

# V

- validate confirm<sup>[8]</sup>
- variation change<sup>[230]</sup>
- various different "various" or "different" [231]
- **very** (omit)<sup>[232]</sup>
- very angry enraged<sup>[233]</sup>
- viable practical, workable<sup>[8]</sup>

### W

- warrant call for, permit<sup>[8]</sup>
- we are in receipt of we've received<sup>[234][235]</sup>
- whereas because, since<sup>[8]</sup>
- whether or not whether, <sup>[236]</sup> if
- whosoever, whomsoever whoever, whomever<sup>[237]</sup>
- with a view to by, from [238]
- with reference to, with regard to about [8][239]
- with respect to on, about<sup>[240]</sup>
- with the exception of except for<sup>[8]</sup>
- with the minimum of delay quickly (or say when)<sup>[236]</sup>
- witnessed saw<sup>[8]</sup>

# Y

- you are requested please<sup>[241]</sup>
- your attention is drawn please see, please note<sup>[241]</sup>
- your office you<sup>[8]</sup>

# **Symbols**

■ / (slash) – and, or<sup>[8]</sup>

#### **Contents:**

 $\mathsf{Top} \cdot 0 - 9 \cdot \mathsf{A} \cdot \mathsf{B} \cdot \mathsf{C} \cdot \mathsf{D} \cdot \mathsf{E} \cdot \mathsf{F} \cdot \mathsf{G} \cdot \mathsf{H} \cdot \mathsf{I} \cdot \mathsf{J} \cdot \mathsf{K} \cdot \mathsf{L} \cdot \mathsf{M} \cdot \mathsf{N} \cdot \mathsf{O} \cdot \mathsf{P} \cdot \mathsf{Q} \cdot \mathsf{R} \cdot \mathsf{S} \cdot \mathsf{T} \cdot \mathsf{U} \cdot \mathsf{V} \cdot \mathsf{W} \cdot \mathsf{X} \cdot \mathsf{Y} \cdot \mathsf{Z}$ 

#### See also

- Gobbledygook
- Jargon (buzzword)
- Jargon (corporate)
- Jargon (psychobabble)
- Jargon (technical)
- Jargon (technobabble)
- Legalese
- Linguistic prescription
- Nominalization
- Plain language
- Pleonasm
- Redundancy (linguistics)
- Verbosity

#### **Notes**

- 1. Schiess 2003-2004, pp. 71-75.
- 2. SEC 1998, p. 27.
- 3. Garner 2001.
- 4. Garner 2002, pp. 100-01: "cumbersome phrases; lawyerisms"
- 5. Wydick 1978, p. 739: "lawyerism"
- 6. Plain English Campaign 1998, p. 3.
- 7. Garner 2009a, p. 371: "formal word"
- 8. Simple word suggestions 2013.
- 9. Schiess, p. 1: "heavy connector"
- 10. Plain English Campaign 2001, p. 10: "word to avoid"
- 11. Schiess, p. 1: "heavy connector"
- 12. Plain English Campaign 2001, p. 10: "word to avoid"
- 13. Plain English Campaign 2001, p. 4.
- 14. Garner 2009a, p. 611: "unnecessary"
- 15. Garner 2002, p. 102.
- 16. Plain English Campaign 2001, p. 10: "word to avoid"
- 17. Garner 2009a, p. 587: "officialese"
- 18. Garner 2009b, p. 91: "genteelism"
- 19. Garner 2009b, p. 96: "commercialese"
- 20. Garner 2002, p. 104: "legaldegook"
- 21. Garner 2002, p. 104: "wordy"
- 22. Wydick 1978, p. 733: "verbose"
- 23. Garner 2002, p. 104: "wordy, except at beginning of sentence"
- 24. Garner 2002, pp. 104-05.
- 25. Garner 2009b, p. 91: "genteelism"
- 26. Garner 2009b, p. 91: "genteelism"
- 27. Wydick 1978, p. 731: "compound preposition"
- 28. Garner 2009b, p. 96: "commercialese"
- 29. Plain English Campaign 2001, p. 5.
- 30. Garner 2002, p. 104.

- 31. SEC 1998, p. 25: "superfluous"
- 32. Wydick 1978, p. 732: "verbose"
- 33. Garner 2009b, p. 96: "commercialese"
- 34. Plain English Campaign 2001, p. 6.
- 35. Wydick 1978, p. 731: "compound preposition"
- 36. Wydick 1978, p. 731: "compound preposition"
- 37. Wydick 1978, p. 731: "compound preposition"
- 38. Garner 2009b, p. 91: "genteelism"
- 39. Garner 2002, p. 106.
- 40. Garner 2009b, p. 91: "genteelism"
- 41. Garner 2009a, p. 155: "class distinction"
- 42. Wydick 1978, p. 755: "throat-clearing"
- 43. Garner 2002, p. 107.
- 44. Plain English Campaign 2001, p. 10: "word to avoid"
- 45. Wydick 1978, p. 755: "adjective-adverb mania"
- 46. Plain English Campaign 2001, p. 10: "word to avoid"
- 47. Plain English Campaign 2001, p. 10: "word to avoid"
- 48. Garner 2009a, p. 371: "formal word"
- 49. Garner 2002, p. 108.
- 50. Plain English Campaign 2001, p. 10: "word to avoid"
- 51. Schiess, p. 1: "heavy connector"
- 52. Garner 2009b, p. 91: "genteelism"
- 53. Garner 2009b, p. 91: "genteelism"
- 54. SEC 1998, p. 25: "superfluous"
- 55. Wydick 1978, p. 732: "verbose"
- 56. SEC 1998, p. 27: "negative compound"
- 57. SEC 1998, p. 27: "negative compound"
- 58. Wydick 1978, p. 732: "verbose"
- 59. Garner 2009a, p. 284: "redundant"
- 60. Wydick 1978, p. 733: "verbose"
- 61. Garner 2002, p. 112.
- 62. Garner 2009a, p. 287: "redundant"
- 63. Garner 2009a, p. 287: "redundant"
- 64. Plain English Campaign 2001, p. 11.
- 65. Garner 2009a, p. 300: "redundant"
- 66. SEC 1998, p. 31: "simpler synonym"
- 67. Wydick 1978, p. 739: "stuffy"
- 68. Garner 2002, p. 113: "deadwood"
- 69. Garner 2009b, p. 96: "commercialese"
- 70. Garner 2009b, p. 91: "genteelism"
- 71. Garner 2009a, p. 313: "redundant"
- 72. Plain English Campaign 2001, p. 10: "word to avoid"
- 73. Garner 2009a, p. 313: "usually superfluous"
- 74. Wydick 1978, p. 739: "stuffy"
- 75. Garner 2002, p. 115: "a favorite word of jargonmongers"
- 76. Garner 2002, p. 115.
- 77. Garner 2009a, p. 355: "cliché"
- 78. Plain English Campaign 2001, p. 12.
- 79. Wydick 1978, p. 733: "verbose"
- 80. Wydick 1978, p. 731: "compound preposition"
- 81. Wydick 1978, p. 731: "compound preposition"
- 82. Plain English Campaign 2001, p. 10: "word to avoid"
- 83. Kimble 1998-2000, p. 113: "wordy"
- 84. Wydick 1978, p. 754: "adjective-adverb mania"
- 85. Schiess, pp. 1–2: "heavy connector"
- 86. Garner 2002, p. 118: "voguish phrase"
- 87. Garner 2002, p. 118.

- 88. Garner 2002, p. 119: "vogue word"
- 89. Plain English Campaign 2001, p. 10: "word to avoid"
- 90. Wydick 1978, p. 731: "compound preposition"
- 91. Wydick 1978, p. 737: "verbose"
- 92. Wydick 1978, p. 731: "compound preposition"
- 93. Garner 2002, p. 119.
- 94. Wydick 1978, p. 731: "compound preposition"
- 95. Garner 2009b, p. 91: "genteelism"
- 96. Garner 2002, p. 120.
- 97. Garner 2009b, p. 91: "genteelism"
- 98. Plain English Campaign 2001, p. 10: "word to avoid"
- 99. Wydick 1978, p. 731: "compound preposition"
- 100. Garner 2009b, p. 96: "commercialese"
- 101. SEC 1998, p. 25: "superfluous"
- 102. Wydick 1978, p. 732: "verbose"
- 103. Wydick 1978, p. 732: "verbose"
- 104. SEC 1998, p. 25: "superfluous"
- 105. Wydick 1978, p. 731: "compound preposition"
- 106. Garner 2009b, p. 91: "genteelism"
- 107. Garner 2009b, p. 91: "genteelism"
- 108. Wydick 1978, p. 731: "compound preposition"
- 109. Wydick 1978, p. 732: "verbose"
- 110. Garner 2002, p. 121.
- 111. Garner 2009a, p. 587: "officialese"
- 112. Garner 2002, p. 121: "jargonmonger's word"
- 113. Wydick 1978, p. 732: "compound preposition"
- 114. Wydick 1978, p. 732: "verbose"
- 115. SEC 1998, p. 25: "superfluous"
- 116. Plain English Campaign 2001, p. 10: "word to avoid"
- 117. Wydick 1978, p. 732: "compound preposition"
- 118. Wydick 1978, p. 733: "verbose"
- 119. Wydick 1978, p. 732: "compound preposition"
- 120. Garner 2009b, p. 91: "genteelism"
- 121. Garner 2009a, p. 570: "nonword"
- 122. Wydick 1978, p. 755: "throat-clearing"
- 123. Garner 2009a, p. 24: "nonword double adverbs"
- 124. Lebovitz 2008, p. 59: "redundant"
- 125. Garner 2009a, p. 522.
- 126. Garner 2009a, p. 522: "cliché"
- 127. Garner 2009a, p. 522: "redundant"
- 128. Garner 2002, p. 125.
- 129. Garner 2009a, pp. 532–33: "redundant"
- 130. Garner 2009a, p. 533: "redundant"
- 131. Garner 2009a, p. 594: "superfluous"
- 132. Schiess, p. 2: "heavy connector"
- 133. Saffire 1997: "pompous, snooty"
- 134. Garner 2002, p. 128.
- 135. Schiess, p. 2: "heavy connector"
- 136. SEC 1998, p. 27: "negative compound"
- 137. SEC 1998, p. 27: "negative compound"
- 138. SEC 1998, p. 27: "negative compound"
- 139. SEC 1998, p. 27: "negative compound"
- 140. SEC 1998, p. 27: "negative compound"
- 141. SEC 1998, p. 27: "negative compound"
- 142. SEC 1998, p. 27: "negative compound"
- 143. SEC 1998, p. 27: "negative compound"
- 144. SEC 1998, p. 27: "negative compound"

- 145. Kimble 2002, p. 45: "legal jargon"
- 146. Garner 2002, p. 129.
- 147. Butt 2006, p. 29: "jargon"
- 148. Kimble 1998-2000, p. 114: "redundant doublet"
- 149. Garner 2002, p. 129: "stuffy"
- 150. Wydick 1978, p. 737: "verbose"
- 151. Garner 2009b, p. 94: "officialese"
- 152. Garner 2002, p. 130.
- 153. Plain English Campaign 2001, p. 10: "word to avoid"
- 154. Wydick 1978, p. 732: "compound preposition"
- 155. Schiess, p. 2: "heavy connector"
- 156. Garner 2009a, p. 594: "verbose"
- 157. Garner 2009a, p. 594: "verbose"
- 158. Schiess, p. 2: "heavy connector"
- 159. Garner 2002, p. 131.
- 160. Garner 2009a, p. 594: "verbose"
- 161. Garner 2009a, p. 598: "redundant"
- 162. Garner 2009a, p. 600: "superfluous"
- 163. Garner 2009a, p. 601: "vogue word"
- 164. Garner 2009a, p. 602: "jargon"
- 165. SEC 1998, p. 25: "superfluous"
- 166. Wydick 1978, p. 732: "verbose"
- 167. Garner 2002, p. 132: "jargonistic vogue word"
- 168. Plain English Campaign 2001, p. 10: "word to avoid"
- 169. Garner 2009b, p. 91: "genteelism"
- 170. Plain English Campaign 2001, p. 10: "word to avoid"
- 171. Garner 2009a, p. 618: "archaic"
- 172. Garner 2009b, p. 91: "genteelism"
- 173. Garner 2009b, p. 91: "genteelism"
- 174. Garner 2009a, p. 630: "redundant"
- 175. Garner 2009b, p. 91: "genteelism"
- 176. Garner 2009a, p. 640: "clumsy phrase"
- 177. Garner 2009a, p. 648: "jargon"
- 178. Garner 2009a, p. 653: "euphemism"
- 179. Garner 2002, p. 133.
- 180. Garner 2009b, p. 91: "genteelism"
- 181. SEC 1998, p. 25: "superfluous"
- 182. Wydick 1978, p. 732: "compound preposition"
- 183. Plain English Campaign 2001, p. 10: "word to avoid"
- 184. Garner 2002, p. 134.
- 185. Garner 2009b, p. 91: "genteelism"
- 186. Garner 2002, p. 135.
- 187. Schiess 2003-2004, pp. 57-58: "wordy"
- 188. Garner 2009b, p. 91: "genteelism"
- 189. Plain English Campaign 2001, p. 11: "word to avoid"
- 190. Garner 2002, p. 136: "legalese"
- 191. Garner 2009b, p. 96: "commercialese"
- 192. Garner 2002, p. 136.
- 193. Wydick 1978, p. 754: "adjective-adverb mania"
- 194. Garner 2002, pp. 136–37: "verbose"
- 195. Garner 2002, p. 137: "redundan[t]"
- 196. Garner 2002, p. 137.
- 197. Plain English Campaign 2001, p. 11: "word to avoid"
- 198. Plain English Campaign 2001, p. 26.
- 199. Garner 2009b, p. 91: "genteelism
- 200. SEC 1998, p. 35.
- 201. Garner 2009b, p. 91: "genteelism"

- 202. Garner 2002, p. 139: "legaldegook"
- 203. Garner 2009b, p. 96: "commercialese"
- 204. Wydick 1978, p. 739: "lawyerism"
- 205. Schiess 2003-2004, p. 56: "vague word"
- 206. Butt 2006, p. 29: "jargon"
- 207. Kimble 1992.
- 208. Schiess 2003-2004, p. 74.
- 209. Plain English Campaign 2001, p. 11: "word to avoid"
- 210. Garner 2009b, p. 91: "officialese"
- 211. Garner 2002, p. 141.
- 212. Garner 2009b, p. 91: "genteelism"
- 213. SEC 1998, p. 25: "superfluous"
- 214. Wydick 1978, p. 732: "compound preposition"
- 215. Garner 2009b, p. 91: "genteelism"
- 216. SEC 1998, p. 31: "simpler synonym"
- 217. Plain English Campaign 2001, p. 11: "word to avoid"
- 218. Wydick 1978, p. 739: "stuffy"
- 219. Wydick 1978, p. 732: "verbose"
- 220. Schiess, p. 2: "heavy connector"
- 221. Garner 2009a, p. 845: "verbose"
- 222. Wydick 1978, p. 754: "adjective-adverb mania"
- 223. Lebovitz 2001, p. 56: "legalese"
- 224. Garner 2009b, p. 91: "genteelism"
- 225. Garner 2009a, p. 587: "officialese"
- 226. Wydick 1978, p. 733: "verbose"
- 227. SEC 1998, p. 31: "simpler synonym"
- 228. Garner 2009a, p. 587: "officialese"
- 229. Wydick 1978, p. 739: "stuffy"
- 230. Plain English Campaign 2001, p. 30.
- 231. Garner 2009a, p. 838: "redundant"
- 232. Garner 2009a, p. 842: "weasel word"
- 233. Wydick 1978, p. 754: "adjective-adverb mania"
- 234. Garner 2009b, p. 96: "commercialese"
- 235. Plain English Campaign 2001, p. 10: "word to avoid"
- 236. Plain English Campaign 2001, p. 31.
- 237. Garner 2002, p. 147: "legalese"
- 238. Wydick 1978, p. 732: "compound preposition"
- 239. Wydick 1978, p. 732: "compound preposition"
- 240. Wydick 1978, p. 732: "compound preposition"
- 241. Plain English Campaign 2001, p. 32.

# References

- A Plain English Handbook (http://www.webcitation.org/6FO0HX9pl?url=http://www.sec.gov/pdf/handbook.pdf)
   (PDF). Washington, D.C.: Office of Investor Education and Assistance U.S. Securities and Exchange Commission.
   1998. p. 77. Archived from the original (http://www.sec.gov/pdf/handbook.pdf) (PDF) on 2013-03-25.
- Baker, Julie A. (2011). "And the Winner Is: How Principles of Cognitive Science Resolve the Plain Language Debate" (http://scholarship.law.berkeley.edu/cgi/viewcontent.cgi?article=2362&context=californialawreview). University of Missouri-Kansas City Law Review. Kansas City: UMKC School of Law: 11–33.
- Butt, Peter (2006). "Plain Language: Drafting and Property Law". *European Journal of Law Reform*. 7 (1–2): 19 –29. SSRN 938029 (https://ssrn.com/abstract=938029) 3.

- "Federal Plain Language Guidelines" (http://www.webcitation.org/6FO08xdr5? url=http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/FederalPLGuidelines.pdf) (PDF). plainlanguage.gov. Plain Language Action and Information Network (PLAIN). May 1, 2011. Archived from the original (http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/FederalPLGuidelines.pdf) (PDF) on 25 March 2013. Retrieved 23 March 2013.
- Garner, Bryan A. (2002). *The Elements of Legal Style* (2nd ed.). New York: Oxford University Press. p. 268. ISBN 978-0-19-514162-7.
- Garner, Bryan A. (2010). "Interviews with United States Supreme Court Justices" (http://www.webcitation.org/6FNzvIoqU?url=http://www.scribes.org/sites/default/files/Scribes-Journal\_Volume-13\_Garner-transcripts.pdf) (PDF). *The Scribes Journal of Legal Writing*. Lansing: Scribes-The American Society of Legal Writers. 13: 182. Archived from the original (http://www.scribes.org/sites/default/files/Scribes-Journal\_Volume-13\_Garner-transcripts.pdf) (PDF) on 2013-03-25. Retrieved 2013-03-25.
- Garner, Bryan A. (2009). *Garner on Language and Writing: Selected Essays and Speeches of Bryan A. Garner*. Chicago: American Bar Association. p. 876. ISBN 1-60442-445-1.
- Garner, Bryan A. (2009). Garner's Modern American Usage (3rd ed.). New York: Oxford University Press. p. 1008. ISBN 978-0-19-538275-4.
- Garner, Bryan A. (2001). "Legal Writing in Plain English, Exercises" (http://www.webcitation.org/6FPYmeDsd? url=http://press-pubs.uchicago.edu/garner/). The University of Chicago Press. Archived from the original (http://press-pubs.uchicago.edu/garner/) on 26 March 2013. Retrieved 26 March 2013.
- How to Write in Plain English (http://www.webcitation.org/6FNznaEgm? url=http://www.plainenglish.co.uk/files/howto.pdf) (PDF). London: Plain English Campaign. 1998. p. 11. Archived from the original (http://www.plainenglish.co.uk/files/howto.pdf) (PDF) on 2013-03-25.
- Kimble, Joseph (1992). "The Many Misuses of 'Shall'". *Scribes Journal of Legal Writing*. Lansing: Scribes- The American Society of Legal Writers. **3**: 61–77.
- Kimble, Joseph (2002). "The Elements of Plain Language" (http://www.michbar.org/journal/pdf/pdf4article499.pdf) (PDF). *Michigan Bar Journal*. Lansing: State Bar of Michigan. 81 (10): 2.
- Kimble, Joseph (1998–2000). "The Great Myth That Plain Language Is Not Precise" (http://www.webcitation.org/6FO13OG0S?url=http://www.plainlanguagenetwork.org/kimble/great4.pdf) (PDF). Scribes Journal of Legal Writing. Lansing: Scribes- The American Society of Legal Writers. 7: 109–118. Archived from the original (http://www.plainlanguagenetwork.org/kimble/great4.pdf) (PDF) on 2013-03-25.
- Lebovitz, Gerald (Nov–Dec 2008). "Plain English: Eschew Legalese". *New York State Bar Journal*. Albany, New York: New York State Bar Association. **80** (64): 58–61. ISSN 1934-2020 (https://www.worldcat.org/issn/1934-2020). SSRN 1303010 (https://ssrn.com/abstract=1303010) ...
- Lebovitz, Gerald (2001). "On Terra Firma with English". *New York State Bar Journal*. Albany, New York: New York State Bar Association. **74** (7): 64. ISSN 1934-2020 (https://www.worldcat.org/issn/1934-2020). SSRN 1301664 (https://ssrn.com/abstract=1301664) a.
- Saffire, William (30 March 1997). "Hush Money" (http://www.webcitation.org/6FSsQL5rx? url=http://www.nytimes.com/1997/03/30/magazine/hush-money.html?pagewanted%3Dall%26src%3Dpm). The New York Times. The New York Times Company. Archived from the original (https://www.nytimes.com/1997/03/30/magazine/hush-money.html?pagewanted=all&src=pm) on 28 March 2013. Retrieved 28 March 2013.
- Schiess, Wayne (December 2008 January 2009). "Lite Connectors". *Austin Lawyer*. Austin: Austin Bar Association. **13**: 2. SSRN 1322123 (https://ssrn.com/abstract=1322123) a.
- Schiess, Wayne (2003–2004). "What Plain English Really Is". *Scribes Journal of Legal Writing*. Lansing: Scribes- The American Society of Legal Writers. 9: 43. SSRN 1329051 (https://ssrn.com/abstract=1329051) a.
- *The A to Z of alternative words* (http://www.webcitation.org/6FNzciyaJ? url=http://www.plainenglish.co.uk/files/alternative.pdf) (PDF). London: Plain English Campaign. 2001. p. 35. Archived from the original (http://www.plainenglish.co.uk/files/alternative.pdf) (PDF) on 2013-03-25.
- "Tips & Tools: Simple word suggestions" (http://www.webcitation.org/6FNzLkVGN? url=http://www.plainlanguage.gov/howto/wordsuggestions/simplewords.cfm). plainlanguage.gov. Plain Language Action and Information Network (PLAIN). 2013-03-23. Archived from the original (http://www.plainlanguage.gov/howto/wordsuggestions/simplewords.cfm) on 2013-03-25. Retrieved 2013-03-23.

■ Wydick, Richard C. (1978). "Plain English for Lawyers" (http://www.webcitation.org/6FNz95olQ? url=http://scholarship.law.berkeley.edu/cgi/viewcontent.cgi?article%3D2362%26context% 3Dcalifornialawreview). *California Law Review*. Berkeley: California Law Review, inc. **66** (4): 727–65. JSTOR 3479966 (https://www.jstor.org/stable/3479966). doi:10.2307/3479966 (https://doi.org/10.2307% 2F3479966). Archived from the original (http://scholarship.law.berkeley.edu/cgi/viewcontent.cgi? article=2362&context=californialawreview) on 2013-03-25.

Retrieved from "https://en.wikipedia.org/w/index.php? title=List of plain English words and phrases&oldid=782294046"

Categories: Legal writing | Lists of English words | Plain English | Writing-related lists

- This page was last edited on 26 May 2017, at 00:22.
- Text is available under the Creative Commons Attribution-ShareAlike License; additional terms may apply. By using this site, you agree to the Terms of Use and Privacy Policy. Wikipedia® is a registered trademark of the Wikimedia Foundation, Inc., a non-profit organization.