

Unnecessary Word List

These overused two and three-word phrases bloat your writing. Bam! Rewrite your copy with simpler versions.

Adapted from plainlanguage.gov

Source: <http://www.plainlanguage.gov/howto/wordsuggestions/simplewords.cfm>

Replace	With
adjacent to	next to
adversely impact on	hurt, set back
afford an opportunity	allow, let
a number of	some
as a means of	to
as prescribed by	in, under
at the present time	at present, now
by means of	by, with
comply with	follow
close proximity	near
due to the fact that	due to, since
during the period	during
effect modifications	make changes
for a period of	for
has a requirement for	needs
in accordance with	by, following, per, under
in addition	also, besides, too
in an effort to	to
inasmuch as	since
in a timely manner	on time, promptly
incumbent upon	must
in lieu of	instead
in order that	for, so
in order to	to
in regard to	about, concerning, on
in relation to	about, with, to
in the amount of	for
in the event of	if
in the near future	shortly, soon

Replace	With
in the process of	(don't use, rewrite)
in view of	since
in view of the above	so
is applicable to	applies to
is authorized to	may
is in consonance with	agrees with, follows
is responsible for	(don't use, rewrite), handles
it appears	seems
it is	(don't use, rewrite)
it is essential	must, need to
it is requested	please, we request, I request
for a period of	for
limited number	limits
not later than	by
on a _____ basis	(don't use, rewrite)
pertaining to	about, of, on
provided that	if
provides guidance for	guides
pursuant to	by, following, per, under
relative to	about, on
set forth in	in
state-of-the-art	latest
successfully complete	complete, pass
take action to	(don't use, rewrite)
the month of	(don't use, rewrite)
there are	(don't use, rewrite)
there is	(don't use, rewrite)
the use of	(don't use, rewrite)
time period	time, period
under the provisions of	under
until such time as	until
with respect to	(don't use, rewrite)
with reference to	about
with the exception of	except for