

Plain English Alternatives for Jargon

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A C E G I L N P R T V
B D F H J M O Q S U W

JARGON	PLAIN ENGLISH
A	
(A) Large number of	Many, most
(An) absence of	No, none
A large number/part	Many/most
A number of	Some
A variety of	Many, Different
Absolutely essential	Essential
Abundance	Enough, plenty, a lot
Accede to	Agree to, Allow
Accentuate	Stress
Accommodation	Where you live, home
Accompany	Go with
Accomplish	Finish, do
Accorded	Given
According to our records	Our records show
Acknowledge	Thank you for
Acquaint yourself with	Find out about, read

Acquiesce	Agree
Acquire	Buy, get
Additional	Added, More, Other, Extra
Address	Discuss
Adequate enough	Enough
Adequate number of	Enough
Adjacent to	Next to
Adjustment	Change, alteration
Admissible	Allowed, acceptable
Advantageous	Helpful, Useful
Adversely impact on	Hurt, Setback
Affix	Add, write, fasten, stick on, fix to
Afford an opportunity	Allow, Let
Afforded	Given
Aforesaid	This, earlier in this document
Aggregate	Total, Sum
Align	Lined up, in line
Alleviate	Ease, Reduce
Allocate	Divide. share, add, give
Along the lines of	Like, as in
Alternatively	Or
Ameliorate	Improve, help
Amendment	Change
Anticipate	Expect
Apparent	Clear, plain, obvious, seeming
Application	use
Appreciable	Large, great
Apprise	Inform, tell
Appropriate	Proper, right, suitable
Approximately	About, roughly
As a consequence of	Because
As a means of	To

As of the date of	From
As regards	About, on the subject of
Ascertain	Find out, Learn
Assemble	Build, gather, put together
Assistance	Help
At present	Now
At the present time	Now
At this point in time	Now
Attend	Come to, go to, be at
Authorise	Allow, let
Authority	Right, power
B	
Basic fundamentals	Basics
Belated	Late
Beneficial	Helpful, useful
Bestow	Give, award
Bestow	Give, Award
Breach	Break
Buy-in	Commitment, Agreement
By means of	By
C	
Calculate	Work out, decide
Capability, Capable of	Ability, Can
Cease	Stop, End, Finish
Centre around	Centre in, at or on
Circumvent	Avoid, Get Around
Clarification	Explanation, help
Close proximity	Close, Near

Combine	Mix
Combined	Together
Comes into conflict	Conflicts
Commence	Start, begin
Communicate	Talk, write...
Competent	Able, can
Compile	Make, collect
Complete	Finish, fill in
Comply with	Keep to, meet
Component	Part
Comprise	Make up, include
Conceal	Hide
Concerning	About, on
Concur	Agree
Condition	Rule
Consequently	So
Considerable	Great, important
Constitute	Make up, for,
Construe	Interprete
Consult	Talk to, meet, ask
Contemplate	Think about
Contrary to	Against. despite
Correspond	Write
Counter	Against
Courteous	Polite
Cumulative	Added up, added together
Customary	Usual, normal
Cutting edge	Forefront, Frontier, Leading, Pioneering, Progressive
D	
Deduct	Take off, take away

Deem to be	Treat as
Defer	Put off, delay
Deficiency	Lack of
Demonstrate	Show, prove
Denote	Show
Depict	Show
Designate	Point out, show, name
Desire	Wish, want
Despatch, dispatch	Send, post
Despite the fact that	Although
Determine	Decide, work out, set, end
Detrimental	Harmful, damaging
Diminish	Lessen, reduce
Disburse	Pay, Pay Out
Discharge	Carry out
Disclose	Tell, show
Disconnect	Cut off, unplug
Discontinue	Stop, end
Discrete	Separate
Discuss	Talk about
Disseminate	Spread
Documentation	Papers, documents
Domiciled in	Living in
Dominant	Main
Due to the fact that	Due to, Since, Because
Duration	Time, life
During which time	While
Dwelling	Home
E	
Economical	Cheap, good value

Effect modifications	Make changes
Eligible	Allowed, qualified
Elucidate	Explain, Make clear
Emphasise	Stress
Empower	Allow, Let
Enable	Allow
Enclosed	Inside, with
Encounter	Meet
Endeavour	Try
Enquiry	Question
Ensure	Make sure
Entitlement	Right
Enumerate	Count
Envisage	Expect, Imagine
Equitable	Fair, Equal, Balanced
Equivalent	Equal. the same
Erroneous	Wrong, Incorrect
Establish	Show, find out, set up
Evaluate	Test, check
Evidenced	Showed, Shown
Evince	Show, Prove
Excessive	Too many, too much
Exclude	Leave out
Excluding	Apart from, except
Exclusively	Only
Exempt from	Free from
Exhibit	Show
Exhibits a tendency to	Tends to
Expedite	Hurry, speed up
Expeditionously	As soon as possible, quickly
Expenditure	Spending
Expire	Run out

Extant	Current, in force
Extremity	Limit
F	
Fabricate	Make, Make up
Facetor	Reason
Facilitate	Ease, Help, Make Possible
Feedback	Opinion, Reaction
Finalise	End, finish
For the duration of	During
For the purpose of	To
For the reason that	Because
Foreign imports	Imports
Formulate	Plan, devise
Forthwith	Now, Immediately, Straight away
Furnish	Give
Future prospects	Prospects
G	
Gainful employment	Paid work, Paid employment
Give consideration to	Consider
Granularity	Detail
H	
Has a requirement for	Needs
Have regard to	Take into account
Have responsibility	Must
Head up	Head, Lead

Henceforth	From now on, From today
Hereby	now, by this
Hereinafter	After this
Herewith	With this
Hitherto	Until now
Hold in abeyance	Wait, Postpone
Holds a belief	Believes
If at all possible	If possible
Immediately	At once, now
Impacted	Affected, Changed, Hit
Implement	Carry out, do
Imply	Suggest, hint at
In a timely manner	Quickly
In accordance with	In line with, Because of
In addition	Also, Besides, Too
In advance	Before
In agreeance/In agreement	Agree
In an effort to	To
In close proximity	Close to, Near
In conjunction with	With
In excess of	More than
In lieu of	Instead of
In order to	To
in receipt of	Get, have, receive
In regard to	About
In relation to	About
In respect of	About
In the absence of	Without
In the course of	During

In the event of	If
In the majority of	Usually, Most
In the near future	Soon
In the neighbourhood of	About, Around
In view of the fact that	As, Because, Since
Inappropriate	Wrong, unsuitable
Inception	Start, Beginning
Indicate	Show, suggest
Inform	Tell
Initiate	Start, Begin
Innovative	Creative, Pioneering, Inventive
Input	Comments, Advice, Response
Intend to	Will
Intimate	Say, hint
Irregardless	Regardless
Irrespective of	Despite
J	
Jeopardise	risk, threaten
Joint cooperation	Cooperation
L	
Liaise with	Meet with, Work with, Discuss with
Locality	Place, area
Locate	Find, put
M	
Magnitude	Size

Makes an attempt	Attempts, Tries
Mandatory	Must
Manner	Way
Manufacture	Make
Marginal	Small, Slight
Material	Relevant
Merchandise	Goods
Methodology	Method
Mislay	Lose
Modification	Change
N	
New innovations	Innovations
Not later than	By
Notify	Tell, let somebody know
Notwithstanding	Even though, In spite of
Numerous	Many
O	
Objective	aim, goal
Obligatory	Must
Obtain	Receive, get
Occasioned by	Caused by, because of
On a daily basis	Everyday, daily
On behalf of	For
On numerous occasions	Often
On the grounds that	Because
Operate	Work, run
Optimum	Best, ideal
Option	Choice

Ordinarily	Normally, usually
Owing to the fact that	Because
P	
Paradigm	Model, Pattern, Structure, Formula, Accepted point of view
Parameters	Limits, Boundaries
Partially	Partly
Participate	Join in, take part in
Past experience	Experience
Per annum	A year
Perform	Do
Permissible	Allowed
Permit	Allow, let
Personnel	People, Staff
Pertaining to	About
Peruse	Read, Look
Place	Put
Possess	Own, have
Possessions	Belongings
Possibly might	Might
Postpone until later	Postpone
Predominant	Main
principal	Main
Prior to	Before
Proceed	Go ahead
Prohibit	Ban, stop
Prolonged	Long
Promptly	Quickly, at once
Proportion	Part
Provide	Give

Provided that	As long as, if
Provides guidance for	Guides
Purchase	Buy
Pursuant to	Because of, In line with
Q	
Qualified expert	Expert
Qualify for	Can get, be able to get
R	
Real-world problem	Practical issue, Business (or social) issue or problem
Reconsider	Think again about, look again at
Reduce	Cut
Refer back	Refer
Refer to	Talk about, mention
Regarding	About, on
Regulation	Rule
reimburse	repay, pay back
Reiterate	Repeat, restate
Relating to	About
Remain	Stay
Remuneration	Pay, wages, salary
Render	make, give, send
Represent	Show, stand for, be
Request	Ask, question
Require	Need, want, force
Requirements	Needs, rules
Reside	Live
Residence	Home, where you live

Restriction	Limit
Retain	Keep
Rethink	Review, Reconsider
Review	Look at
Revised	New, changed
S	
Solely	Only
Solicit	Ask for
Specified	Given, written, set
State	Say, tell us, write down
State-of-the-art	Latest
Submit	Send, give
Subsequent to	After
Subsequently	Later
Substantial	Large, great, a lot of
Substantially	More or less
Sufficient	Enough
Supplementary	Extra, more
Supply	Give, sell, delivery
Synergy	Work together, Cooperation
T	
Terminate	Stop, end
That being the case	If so
The following particulars	These details, This
The majority of	Most
The question as to whether	Whether
Thereafter	Then, Afterwards
To date	So far, up to now

Transfer	Move, change
Transmit	Send
U	
Ultimately	In the end, finally
Unavailability	Lack of
Under the provision of	Under
Undernoted	The following
Undertake	Agree, promise, do
Until such time as	Until, When
Utilise, Utilisation	Use
V	
Variation	Change
Vast majority	Majority, Most
Viable	Practical, Workable
Virtually	Almost
Visualise	See, Predict
W	
Warrant	Call for, Permit
We have pleasure in	We are glad to
Whenssoever	When
Whereas	Since
Wide range	Many, Range
Wide variety	Many, Variety
With a view to	To, So that
With reference to, with regard to, with respect to	About

With the exception of	Except for
With the minimum of delay	Quickly
Without further delay	Now, Immediately

References:

1. http://www.kerryr.net/webwriting/plain_english.htm
2. <http://www.plainenglish.co.uk/the-a-z-of-alternative-words.html>
3. <http://www.simplyput.ie/concise-words>