

## Words and phrases to avoid, with suggested replacements

### Part I: Replacing hard-to-say words with simpler, equivalent words.

Replace	with	Replace	with
abbreviate	shorten	basically	[blank]*
accompany	go with	breakthrough	discovery
accomplish	do		
additional	extra	capability	ability
additionally	also	caveat	warning
admonish	warn	cessation	stop, pause
aforementioned	mentioned, [blank]*	commence	begin, start
afterwards	afterward	commencement	beginning
antecedent	preceding, prior	component	part
anticipate	expect	concept	idea
antithesis	opposite	conduct	do
apparent	clear	conjecture	guess
approximately	about	consider	think
ascertain	find out	construct	build, make
autonomous	independent	contiguous	near, touching
		currently	now
deem	think	echelons	levels
deficit	shortage	eliminate	remove, cut out
demonstrate	show	elucidate	explain, clarify
discourse	talk	employ	use
discretized	discrete	enumerate	count, list
disengage	free	encounter	meet
duplicate	copy	endeavor	try

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\* [blank] means that the word or phrase can be removed without any replacement words.

## Writing Tips: Concise Word Usage

fabricate	make, build	equivalent	equal
facilitate	ease	etc.	[blank]
feasible	possible	etiology	cause
finalize	end	eventuate	happen
firstly	first	evidenced	showed
following	after	exhibit	show
formulate	invent, devise	expedite	hasten, speed
geometry	shape, form	heretofore	previous
gradient	slope	hitherto	until now
guidelines	guidance	homogeneous	uniform
illustrate	show	hypothesis	idea
illustrated	drawn, sketched	hypothesize	suggest
impact	affect		
impairment	injury, harm		
implement	do, put into effect	maintenance	upkeep
inception	start	methodology	method
incision	cut	miniscule	tiny
incombustible	fireproof	modification	change
incorporate	include		
indication	sign	obtain	get
individualized	individual	optimum	best
initiate	start	orientate	orient
interface	connect, boundary		
introduced	put		
inundate	flood		
parameters	limits, factors	quantify	measure
penultimate	next to last	quite	[blank]

## Writing Tips: Concise Word Usage

perform	do		
permit	let	remuneration	pay, payment
personalized	personal	represents	is
possess	have	requisite	needed
posterior	rear	reveal	show
potentiality	potential		
practicable	practical	secondly	second
prepared	made	segregate	set apart
preventative	preventive	shortfall	shortage
prioritize	rank	shortly	soon
		subsequent	next
terminate	end	subsequently	later
therewith	with	sufficient	enough
towards	toward	surreptitiously	secretly
transmit	send		
		validate	confirm, evaluate
ultimate	last	verification	proof
unambiguous	[blank]	velocity (magnitude)	speed
upon	on	very	[blank]
utilize, utilization	use	viable	workable
		virtually	almost
within	in		
witnessed	saw		

**Part II: Making phrases more concise.**

<b>Replace</b>	<b>with</b>
a considerable amount (number) of	much (many)
a small number of	a few, several
a great number of times	often
a majority (number) of	most (some, several, many)
a positive identification	an identification
absolutely essential	essential
accounted for by the fact that	because
actual experience	experience
advance plan	plan
afford an opportunity	let
along the lines of	like
already existing	existing
alternative choices	choices
almost unique	rare
an actual investigation	a study, an investigation
an essential condition	a condition
an example of this is the fact that	for example
an innumerable number of	many, countless
an integral part	a part
an order of magnitude faster	10 times faster
and so on	[blank]
any and all	any
are found to be, are known to be	are
are in agreement	agree
are of the same opinion	agree
as a consequence of	because
as a general rule	generally
as a matter of fact	[blank], in fact
as a means of	to

## Writing Tips: Concise Word Usage

as already stated	[blank]
as is the case	as happens
as is well known	[blank]
as of this date	today
as shown in Fig. 1	Figure 1 shows
as to (as to whether)	[blank], about (whether)
as yet	yet
ascertain the location of	find
at a rapid rate	rapidly, fast
at all times	always
at an early date (at an earlier date)	soon (previously)
at present	now
at some future time	later
at the conclusion of	after
at the present time, at the present moment	now
at this (that) point in time	now (then)
balance against one another	balance
based on (based on the fact that)	from (because)
basic fundamentals (essentials)	fundamentals (essentials)
be advised that, be able to	[blank]
be considered as	is
body of work	work
bring to a conclusion	conclude, end
by means of	by, from, using, with
cancel out	cancel
carefully examined	scrutinized (or just 'examined')
carried out (carry out)	done (do)
characteristic features	characteristics
clearly demonstrate, clearly indicate	show

## Writing Tips: Concise Word Usage

combine into one	combine
completely eliminate	eliminate
completely full (surrounded)	full (surrounded)
conclusive proof	proof
consecutive in a row	consecutive
consensus of opinion	consensus
continue to remain (continue on)	remain (continue)
control groups	controls (but may be mistaken for a verb)
currently being (current status)	being (status)
currently underway	underway
deemed it necessary to	[blank]
definitely proved	proved
despite the fact that	despite, although
different features (varieties)	features (varieties)
disease process	disease
due to the fact that	because
during that time, during the time that	while
during the course of	during, while
each individual person	each person
empty space	empty, space
enclosed herewith	enclosed
entirely X (X could be anything)	X
eradicate completely	eradicate
even more significant	more significant
every individual one	every one
examine the validity of	evaluate, test
exhibit a tendency to (exhibits the ability)	tend (can)
fatal outcome (final outcome)	death (outcome)
fewer in number	fewer

## Writing Tips: Concise Word Usage

first of all, first and foremost, (first introduction)	first (introduction)
first priority	priority
for a period of	for
for the purpose of “X”ing (for the reason that)	to X (because)
from the point of view of	for, according to
future plans	plans
gave a report	reported
give an account of	describe
give consideration (rise) to	consider (cause)
goes under the name of	is called
grouped together	grouped
had done previously	had done
has been engaged in a study of	has studied
has been shown to be	is
has been widely acknowledged as	is
has proved itself to be	has proved, is
has the capability of (‘ability’, ‘potential’)	can (can, can)
have discussion of	discuss
have the appearance of	look like
having regard to	about
higher in comparison to	higher than
if conditions are such that	if, when
if it is assumed that	if
important essentials	essentials
in a number of cases	some
in a position to	can, may
in a satisfactory (timely) manner	satisfactorily (promptly)
in a very real sense	[blank], in a sense
in almost all cases	nearly always

## Writing Tips: Concise Word Usage

in case

in close proximity to

in color (e.g., red in color)

in connection with

in consequence of this fact

in length (width, height)

in light of the fact that

in many cases

in order to

in relation (respect) to

in shape (size)

in some cases, in other cases

in spite of the fact that

in terms of

in the absence (amount) of

in the case of

in the course of

in the event of (in the event that)

in the first place

in the form of

in the majority of instances

in the near future

in the possession of (in the presence of)

in the process of tabulating

in the vast majority of cases

in the vicinity of

in this day and age

in view of the fact that

inasmuch as

incline to the view

including but not limited to

if

near, close

[blank] (e.g., red) – just state the color

about, concerning

thus, therefore, consequently

long (wide, high) e.g. “5-m long”

because

often

to

to, toward (about)

*just say the shap or size (e.g. ‘small’)*

sometimes

despite, although

about

without (for)

in, for the

during, while

when (if)

first

as

usually, generally

soon

has, have (by, with)

in tabulating

usually

near

now

because, since

because

think

including

## Writing Tips: Concise Word Usage

incumbent upon	must
introduced a new	introduced
is able to	can
is beginning (is “X”ing)	begins (Xs)
is defined as	is
is equal to	equals
is equipped with	has, contains
is expected to	should
is knowledgeable of (is known to be)	knows (is)
is larger than	exceeds
is used to detect	detects
issued an announcement	announced
it has been reported by Jones	Jones reported
it has been shown that	[blank]
it is apparent that (it is believed that)	apparently (I think)
it is clear that	clearly
it is clear that more work needs to be done before gaining a complete understanding of	I do not understand
it is doubtful that	possibly
it is evident that <i>a</i> produced <i>b</i>	<i>a</i> produced <i>b</i>
it is found that	[blank]
it is generally believed	many think
it is important to note that	[blank]
it is likely that	likely
it is my (our) intention to	[blank], I (we)
it is my understanding that	I understand that
it is noteworthy that, it is of interest to note that	[blank]
it is often the case that	often
it is possible that	possibly
it is recognized that	[blank]
it is recommended that	we (or I) recommend

## Writing Tips: Concise Word Usage

it is significant that	[blank]
it is worth noting ( <i>or</i> pointing out) that	[blank], note that
it may be mentioned that	[blank]
it may be that, it may be seen that	I think, [blank]
it may, however, be noted that	but
it must be remembered that	[blank]
it should be noted ( <i>or</i> pointed out) that	[blank], note that
it was found that	[blank]
it was observed in these experiments that	we observed
it will be appreciated that	[blank]
it would appear that	apparently
join together	join
lacked the ability to	could not
large amounts of	much
large in size	big, large
lenticular in character	lenticular
located at (near)	at (near)
made the arrangement for	arranged
made the decision	decided
made the measurement of	measured
main essentials	essentials
majority of	most
make an assumption that	assume
make preparations for	prepare
make reference to	refer
mix together	mix
more or less	[blank]
mutual cooperation	cooperation

## Writing Tips: Concise Word Usage

necessary requisite	requisite
necessitates the inclusion of	needs, requires
needless to say	[blank – you may delete the sentence]
never before	never
none at all	none
not later than	by
not uncommon	common
now at this time	now
of great importance	important
of great practical importance	useful
of long standing	old
of such hardness that	so hard that
of the opinion that	think that
offered a suggestion	suggested
on a daily (weekly, annual) basis	daily (weekly, yearly)
on account of	because
on behalf of	for
on no occasion	never
on the basis of	by, based on
on the grounds that (on the occasion of)	since, because (when)
on the order of	about
on the part of	by, among, for
on the other hand	otherwise, conversely
one and the same	the same
one of the (one of the only)	a (the only)
open up	open
or alternately	or, alternately
original source	source
overall plan	plan
owing to the fact that	because

## Writing Tips: Concise Word Usage

past history

percolate down

performed the development of

period of time

place emphasis on

point in time

pooled together

positive identification

presents a picture similar to

prior to

private industry

provided that

quite a large quantity of

rather abnormal

reason why

refer back to as

referred to as

related to each other

rendered completely inoperative

repeat again

reported in the literature

resultant effect

results so far achieved

reverted back

root cause

separate entities

serious crisis

served as a catalyst

history

percolate

built, developed, made

period

stress, emphasize

time

pooled

identification

resembles

before

industry

if

much

abnormal

reason

refer to, call

called

related

broken

repeat

reported

result

results so far

reverted

cause

entities

crisis

catalyzed

## Writing Tips: Concise Word Usage

serves the function of being	is
smaller in size	smaller
so as to	to
start out, start off	start
still persists	persists
subject matter	subject
subsequent to	after
superimpose over each other	superimpose
symptoms indicative of	symptoms of
take action	act
take (takes) into consideration	consider (includes)
take part in	affect, influence
taken into account	included
tentatively suggest	suggest
the course of	[blank]
the fact that	[blank]
the great majority of	most
the opinion is advanced that	we [I] think
the predominant number of	most
the presence of	[blank]
the purpose of this study is to clarify	we clarify
the question as to whether	whether
the reason is because	because
the tests have not as yet	the tests have not
the vast majority of	most
the "X" in question	this X, these X
there is no doubt that	[blank] no doubt
there is reason to believe	we [I] think
this particular instance (this particular time)	this instance (now)
this result would seem to indicate	this result indicates (or suggests)

## Writing Tips: Concise Word Usage

through the use of	by, with
time period	period, time
to the extent that	if
to the fullest possible extent	fully
true facts	facts
two equal halves	halves
unanimity of opinion	agreement
uniformly consistent	consistent
until such time as	until
very necessary	necessary
was of the opinion that	believed, thought
ways and means	means, ways
we have insufficient knowledge	we do not know
we might add that	[blank]
we wish to thank X for	we thank X for [or just state the deed]
what is known as	[blank]
what is the explanation of	why
whether or not	whether
with a view to	to
with reference to	about
with regard to	about, concerning
with respect to	about
with the possible exception of	except
with the result that	so that
within the realm of possibility	possible
X different ways	X ways

### Sources

The above suggestions came from the first eight books on our source page plus ones I

## Writing Tips: Concise Word Usage

have noted in my own research.