

## VERBIAGE (OR HOW TO AVOID IT)

|                   |                                 |
|-------------------|---------------------------------|
| 10 times faster   | an order of magnitude           |
| a few             | a small number of               |
| A produced B      | it is evident that A produced B |
| ability           | capability                      |
| about             | as to                           |
| about             | relative to                     |
| about             | having regard to                |
| about             | in respect to                   |
| about             | in terms of                     |
| about             | with reference to               |
| about             | with regard to                  |
| about, concerning | in connection with              |
| affect            | impact (v.)                     |
| after             | subsequent to                   |
| after             | at the conclusion of            |
| after             | following                       |
| agree             | are of the same opinion         |
| although          | despite the fact that           |
| although          | in spite of the fact that       |
| apparently        | it is apparent that             |
| as happens        | as is the case                  |
| because           | accounted for by the fact that  |
| because           | as a consequence of             |
| because           | on account of                   |
| because           | based on the fact that          |
| because           | due to the fact that            |
| because           | inasmuch as                     |
| because, since    | in view of the fact that        |
| before            | prior to                        |
| begin, start      | initiate                        |
| believed          | was of the opinion that         |
| best              | optimum                         |
| broken            | rendered completely inoperative |
| but               | it may, however, be noted that  |
| by                | not later than                  |
| by                | on the basis of                 |
| by, among, for    | on the part of                  |
| by, with          | by means of                     |
| by, with          | through the use of              |

|                  |                                |
|------------------|--------------------------------|
| called           | referred to as                 |
| can              | has the capability of          |
| can, may         | in a position to               |
| cause            | root cause                     |
| cause            | causal factor                  |
| cause            | give rise to                   |
| clear            | apparent                       |
| clearly          | it is clear that               |
| close, near      | in close proximity to          |
| consensus        | consensus of opinion           |
| consider         | take into consideration        |
| consider         | give consideration to          |
| co-ordinate with | liaise with                    |
| could not        | lacked the ability to          |
| crisis           | serious crisis                 |
| daily            | on a daily basis               |
| death            | fatal outcome                  |
| describe         | give an account of             |
| do               | perform                        |
| during, while    | during the course of           |
| ease, help       | facilitate                     |
| eliminate        | entirely eliminate             |
| enclosed         | enclosed herewith              |
| end              | terminate                      |
| end              | finalize                       |
| enough           | sufficient                     |
| equal            | equivalent                     |
| essential        | absolutely essential           |
| essentials       | important essentials           |
| except           | with respect to                |
| except           | with the possible exception of |
| explain          | elucidate                      |
| fewer            | fewer in number                |
| first            | first of all                   |
| first            | in the first place             |
| for              | on behalf of                   |
| for              | for a period of                |
| for              | for the purpose of             |
| for              | from the point of view         |
| for              | in the amount of               |

|                   |                                |
|-------------------|--------------------------------|
| for example       | an example of this fact that   |
| full              | completely full                |
| go with           | accompany                      |
| happen            | eventuate                      |
| has studied       | has been engaged in a study of |
| has, have         | in the possession of           |
| I                 | it goes without saying that I  |
| I think           | it is believed that            |
| I think           | it may be that                 |
| I think           | the opinion is advanced that   |
| I think           | there is reason to believe     |
| I understand that | it is my understanding         |
| if                | provided that                  |
| if                | in case                        |
| if                | in the event that              |
| in a sense        | in a very real sense           |
| in fact           | as a matter of fact            |
| initiatives       | new initiatives                |
| instead of        | in lieu of                     |
| interesting       | rather interesting             |
| is                | is defined as                  |
| join              | join together                  |
| large             | large in size                  |
| last              | ultimate                       |
| later             | at some future time            |
| let               | afford an opportunity          |
| let               | permit                         |
| levels            | echelons                       |
| like              | along the lines of             |
| limits            | parameters                     |
| look like         | have the appearance of         |
| make              | fabricate                      |
| many              | a considerable number of       |
| many think        | it is generally believed       |
| measure           | quantity                       |
| meet              | encounter                      |
| method            | methodology                    |

|                  |   |
|------------------|---|
| most             | a majority of                                 |
| most             | majority of                                   |
| most             | the great majority of                         |
| most             | the predominant number                        |
| much             | a considerable amount of                      |
| much             | quite a large quantity of                     |
| much             | considerable amount of                        |
| must             | incumbent upon                                |
| near             | adjacent to                                   |
| nearly always    | in almost all instances                       |
| never            | on no occasion                                |
| next to the last | penultimate                                   |
| note that        | it should be noted that                       |
| note that        | it is worth pointing out in this context that |
| now              | at the present time                           |
| now              | at this point in time                         |
| often            | a great number of times                       |
| often            | it is often the case that                     |
| often            | in many cases                                 |
| old              | of long standing                              |
| part             | component                                     |
| pay, payment     | remuneration                                  |
| plans            | future plans                                  |
| pooled           | pooled together                               |
| possibly         | it is doubtful that                           |
| practical        | practicable                                   |
| prepare          | make preparations for                         |
| previously       | at an earlier date                            |
| prohibit         | militate against                              |
| promptly         | in a timely manner                            |
| proved           | definitely proved                             |
| rank             | prioritize                                    |
| rapidly          | at a rapid rate                               |
| red              | red in colour                                 |
| refer to         | make reference to                             |
| resembles        | presents a picture similar to                 |
| result           | resultant effect                              |
| result           | end result                                    |

|                        |   |
|------------------------|---|
| satisfactorily         | in a satisfactory manner                                |
| shortage               | shortfall   |
| showed                 | evidenced   |
| since, because         | on the grounds that                                     |
| since, because         | owing to the fact that                                  |
| since, because         | for the reason that                                     |
| smaller                | smaller size  |
| smaller                | smaller in size   |
| Smith reported         | it has been reported by Smith                           |
| so that                | with the result that                                    |
| some                   | a number of   |
| some                   | in a number of cases                                    |
| sometimes              | in some cases   |
| soon                   | at an early date  |
| soon                   | in the not-too-distant future                           |
| start                  | inception   |
| stress                 | place a major emphasis on                               |
| subject                | subject matter  |
| think                  | deem  |
| think                  | incline to the view                                     |
| think that             | of the opinion that                                     |
| this result indicates  | this result would seem to indicate                      |
| to                     | as a means of   |
| to                     | so as to  |
| to                     | in order to   |
| to                     | with a view to  |
| today                  | as of this date   |
| try                    | endeavour   |
| unique                 | quite unique  |
| use                    | employ  |
| use                    | utilize   |
| useful                 | of great theoretical and practical importance           |
| warning                | caveat  |
| ways, means (not both) | ways and means  |
| we observed            | it was observed in the course of these experiments that |
| we recommend           | it is recommended that                                  |
| we thank               | we wish to thank  |
| whether                | as to whether   |
| whether                | the question as to whether                              |

whether  
while  
without

whether or not  
during the time that  
in the absence of