

# Clear Language Dictionary

---

## Clear Language Dictionary

Use short words as much as possible and make sure the shorter word fits in the sentence. Sometimes the longer word may be all right for *your* audience.

abundance	enough, plenty
accede to	allow, agree to
accelerate	speed up
accentuate	underline, emphasize, stress
access	get, get to
accommodation	home, place to live
accomplish	complete, finish
accordingly	so
acknowledge	thank you for
acquiesce	agree
acquire	buy, get
additional	extra, more
address (v)	consider
adequate	enough
adjacent	next, next to

# Clear Language Dictionary

---

adjustment	change
admissible	allowed, acceptable
afford (the opportunity)	let, allow, give
alternative	other
alternatively	or, on the other hand
ameliorate	improve
amendment	change
anticipate	expect
apparent	clear, plain, obvious
apparently	it seems
appraise	work out the value of, put a value on
appreciable	great, large, noticeable
appreciate	understand
apprise	tell, inform
appropriate	right, proper, correct, suitable
approximately	about
ascertain	find out, learn

# Clear Language Dictionary

---

assemble	build, gather, collect, put together
assist	help
assistance	help
attempt	try
attend	come to, go to
attributable to	due to, because of, caused by
authorize	allow, permit
axiomatic	obvious, evident, goes without saying
behaviours	behaviour
belated	late
beneficial	helpful, useful
bestow	give
breach	break, breaking
calculate	work out
cease	stop
circumvent	get around
clarification	help

# Clear Language Dictionary

---

clarify	clear up, explain
cognizant of	aware
combine	mix
combined	together
commence	begin, start
committed to	believe in, stand by, promise
communicate	tell, write, pass on
competent	able, can do it
compile	make
complete	fill in, finish
completion	end
comply with	meet, fulfil, keep to, follow
component	part
comprises	is made up of
concerning	about
conclusion	end
concur	agree

# Clear Language Dictionary

---

condition	rule
consequently	so
constitute	make up
construe	interpret, work out, understand
consult	ask, meet, talk to
consumption	amount used
contemplate	think about
contrary to	despite
correct	put right, right
correspond with	write to
courteous	polite
cumulative	total, added up
currently	now
customary	normal, usual
deduct	take off
deem	treat as, consider
defer	put off

# Clear Language Dictionary

---

deficiency	lack of
delete	cross out
demonstrate	show, prove
denote	show, mean
depict	show
designate	appoint
desire	want, wish
despatch,	send, post, mail
determine	decide, work out, set
detrimental	harmful
difficulties	problems
diminish	lessen, reduce
disburse	pay
discharge	carry out
disclose	tell, show, inform, reveal
disconnect	cut off
discontinue	stop, end

# Clear Language Dictionary

---

discrete	separate
discuss	talk about
disseminate	send out, spread
documentation	papers, documents, proof
domiciled in	living in
dominant	main
duration	time, life
during such time	while
dwelling	home
economical	cheap, good value
eligible	qualifies, qualified, meets the conditions
elucidate	make clear, explain
emphasize	stress
empower	allow, give confidence to
enable	allow
enclosed	inside
encounter	meet

# Clear Language Dictionary

---

endeavour	try
enquire	ask
enquiry	question
ensure	make sure
entitlement	right
envisage, envision	imagine, expect
equivalent	equal, the same, similar
erroneous	wrong
establish	show, find out, prove
evaluate	test, try out, examine
evince	show, prove
ex officio	because of his or her position
exceptionally	in this case, this one time, only when
excessive	too many, too much
exclude	leave out
excluding	except
exclusively	only



# Clear Language Dictionary

---

exempt	free from
expedite	hurry, speed up
expeditiously	quickly, as soon as possible,
expenditure	spending
expire	run out
extant	current, in force
extremely	very
extremity	end, limit
fabricate	make, make up
facilitate	help, make possible, set up
facility	building, school, plant, office, workplace
factor	reason
failure to	if you do not
finalize	finish
formulate	plan, put into words
forthwith	now, from now on
forward (v)	send

# Clear Language Dictionary

---

frequently	often
furnish	give, provide
further to	after, following
furthermore	also
generate	produce, make, do
henceforth	from now on
hereby	now
herein	here
hereinafter	after this
hereof	of this
heretofore	until now, previously
hereunder	below
herewith	with this
however	but
if and when	if, when
illustrate	show explain
immediately	at once, now

# Clear Language Dictionary

---

impede	prevent, oppose
implement	carry out
imply	hint at, suggest
important (it is important to keep...)	you must, Keep...
in a number of cases	many
in accordance with	under, in line with
in addition to	also, as well as, and
in advance	before
in case of	if
in conjunction with	and, with
in connection with	about
in consequence	as a result
in excess of	more than
in lieu of	instead of
in order that	so that
in receipt of	have, have got
in relation to	about

# Clear Language Dictionary

---

in respect of	about
in situations where	when
in the absence of	without
in the course of	during, while
in the event that	if
in the interim	meanwhile
in the majority of instances	mostly,
in the near future	soon
in view of the fact that	because
inappropriate	unsuitable, wrong
inception	start, beginning
incorporating	including
incurred	owe
indicate	show, suggest
inform	tell
initial	first
initially	at first

# Clear Language Dictionary

---

initiate	start
initiative	plan, proposal, project
insert	put in
instances	cases
intend to	will
intimate	hint at, suggest, say
involves (this involves setting up...)	means (this means you have to set up...)
irrespective of	despite, even if
is in accordance with	agrees with
is of the opinion	thinks
issue (n)	topic, problem
issue (v)	give out, send
it is probable that	probably, likely
jeopardize	risk, threaten
jeopardy	danger, at risk
jurisdiction	area, region, place, system
locality	place, area

# Clear Language Dictionary

---

locate	find
located at	found (or edit out)
magnitude	size
manner	way
manufacture	way
marginal	slight, small
materialize	happen
merchandise	good
mislay	lose
mitigate	ease, lessen, moderate
modify	change
modification	change
monitor	watch, follow, survey, keep an eye on
moreover	also, and
negligible	very small, minute
nevertheless	but
notify	tell, let (us) know

# Clear Language Dictionary

---

notwithstanding	despite
numerous	many
objective	aim, goal
obtain	get, receive
on behalf of	for
on numerous occasions	often
on receipt	when (you, we) get
on request	if you ask
on the grounds that	because
on the occasion that	when, if
to operate	work, run
optimum	best, ideal
option	choice
ordinarily	normally, usually
otherwise	or
outstanding	unpaid
owing to	because of

# Clear Language Dictionary

---

parameters	guidelines, list
partially	partly
participate	join in, take part
particulars	details, facts
per annum	a year
perform	do
permissible	allowed
permit	let, allow
personnel	people, staff
persons	people, anyone
peruse	read, read carefully
place	put
position (v) (position our business)	prepare us for
possess	have, own
possessions	belongings
practically	almost, nearly
predominant	main



# Clear Language Dictionary

---

prescribe	set, fix
preserve	keep, protect
previous	earlier, before
principal	main
prior to	before
prioritize	list in order, put in order of importance
pro bono	as a public service
proceed	go ahead
procure	get, obtain
profusion of	plenty, too many
prohibit	ban, stop
projected	estimated
prolonged	long
promptly	quickly, at once
promulgate	advertise, announce
proportion	part
protocol	rules, set of rules, way of doing things

# Clear Language Dictionary

---

provide	give
provided that	if, as long as
provisions	rules, terms
proximity	near
purchase	buy
pursuant to	under, because of, with
qualify for	can get, be able to get
reconsider	think again about, look again at
rectify	put right
reduce	cut
reduction	cut
referred to as	called
refers to	talks about, mentions
regarding	about, on
regulation	rule
reimburse	repay, pay back
reiterate	repeat, restate

# Clear Language Dictionary

---

relating to	about
remain	stay
remainder	the rest, what is left
remittance	payment
remuneration	pay, wages, salary
render	make, give
report	tell
represents	shows, stands for
request	ask, question
require	need, want
requirements	needs, rules
reside	live
residence	home, where you live
restriction	limit
retain	keep
review	look at (again)
revised	new, changed

# Clear Language Dictionary

---

said/such/same	the, this
scrutinise	read (carefully)
seeking to (seeking to acquire)	acquiring, trying to acquire
select	choose
serves to (serves to transmit the signal)	transmits the signal
settle	pay
similarly	also, in the same way
solely	only
specified	given, written
state	say, tell us
statutory	legal, by law
stipulate	
strategize	plan
strategy	plan
subject to	depending on, under, keeping to
submit	send, give
subsequent to	after

# Clear Language Dictionary

---

subsequently	later
substantial	large, great
substantially	[edit out]
sufficient	enough
supplement	go with, add to
supplementary	extra, more
supply	give, sell
terminate	end, stop
that being the case	if so
the question as to whether	whether
thereafter	then, afterwards
thereby	by that, because of that
therein	in that, there
thereof	of that
thereto	to that
to date	so far, up to now
to the extent that	if, when

# Clear Language Dictionary

---

transfer	change, move
transpire	happen
transmit	send
ultimately	in the end, finally
unavailability	lack of
under the provisions of	under, according to
undernoted	the following
undersigned	we
undertake	agree, promise
uniform	same, similar
unilateral	one sided, one way
unoccupied	empty
utilization	use
utilize	use
variation	change
virtually	almost
visible	can be seen

# Clear Language Dictionary

---

visualize	see, predict
ways and means	ways
whatsoever	whatever, what
whereas	but
whether or not	whether
with a view to	to, so that
with effect from	from
with reference to	about
with regard to	about
with respect to	about, for
you are requested	please
zone	area, region

- Literacy Partners of Manitoba, 401-321 McDermot Avenue, Winnipeg, Manitoba R3A 0A3 Canada |  
Email: [literacy@mb.literacy.ca](mailto:literacy@mb.literacy.ca) | Phone: 947-5757, 1-866-947-5757

- © 2009 | Designed and hosted by   in collaboration with LPM