

Simpler Word Choices for Plain Language (Wendy Wagner-Smith)

Eliminate the Clutter		Choose a Simpler Word	
Until such time as	When, until	Obtain	Get, buy, purchase
With the exception of	except	Request	Ask
Would appear that	Appears, seems	Utilize	Use (not synonymous with utilize)
A great number of	many	Concerning, regarding	about
In order to	to	Implement	Start, begin, put in place, begin
Arrive at an approximation	Estimate, guess	Necessitates	Needs
At this point in time	Now	Promulgate	Publish, distribute
Come to a realization that	Realize, understand	Parameters	Limits, boundaries, guidelines
Demonstrate a preference for	Prefer	Whether	If
Despite the fact that	Despite	Mitigate	Fix, lessen, improve, resolve, correct
Due to the fact that	Because	Facilitate	Help, lead, guide
For the purpose of	For	Deploy	Start, begin, launch
Give approval of/for	Approve	Nevertheless	However (or just avoid)
Have a necessity for	Need	Remunerate	Pay
Make a choice	Choose	Upon	On
In regards to	About	Interface	Speak with, talk to, meet with, connect
Make a decision	Decide	Procure	Buy
Of the opinion that	Think, believe	Thus, therefore, thereby, hence, henceforth	Avoid or use consequently
Take under consideration	Consider	provide	give, make,
Prior to	Before	Output	Products, results
Subsequent to, subsequently	After	Input	Efforts,
At the present time	Now	Throughput	Process, materials used, mean
In a timely manner	Promptly, quickly, on time	Anticipate	Expect
Within the timeframe	During	Pharmaceuticals	Drugs, medicines

Working collaboratively	Collaborating	Manufacturing entities	Companies, factories, manufacturers
Perform a reconciliation	Reconcile, Settle, conform, harmonize, check for consistency or accuracy	Deliverables	Products, services, reports, items, etc.
In lieu of	instead	Learnings	Lessons, understanding
In the event of	if	Direct remittance	Direct payment
Provide exemptions for	exempt	initiate	Start, begin