

Instead of...	Please use...
acquire	buy, get
additional	more, extra
aforementioned	previously mentioned (or edit out)
allocate	divide, share, add, give
alternative	choice, other
alternatively	or, on the other hand
at the moment	now (or edit out)
at the present time	now (or edit out)
attempt	try
attend	go to
attributable to	because of
authorize	allow, let
authority	right, power
beneficial	helpful, useful
breach	break
communicate	talk, write, telephone (be specific)
competent	able, can
component	part
comprises	is made up of, includes
demonstrate	show, prove
denote	show
determine	decide, work out, set, end
detrimental	harmful, damaging
discuss	talk about
disseminate	spread
documentation	papers, documents
(for the) duration of	during, while
emphasize	stress
empower	allow, let
enable	allow
enclosed	inside, with
encounter	meet
endeavour	try

Instead of...	Please use...
ensure	make sure
expedite	hurry, speed up
expeditiously	as soon as possible, quickly
expenditure	spending
expire	run out
facilitate	make easier, help
following	after
formulate	plan, devise
henceforth	from now on, from today
hereby	now, by this (or edit out)
immediately	at once, now
implement	carry out, do
initially	at first
inquire	ask
inquiry	question
(it is) mandatory	(you) must
negligible	very small
nevertheless	but, however, even so
notify	tell, let us (you) know
notwithstanding	even if, despite, still, yet
numerous	many (or say how many)
obtain	get
portion	part
prior to	before
proceed	go ahead
procure	get, obtain, arrange
prohibit	ban, stop
provide	give
(for the) purpose of	to, for
(for the) reason that	because
regarding	about, on
regulation	rule
reimburse	repay, pay back

Instead of...	Please use...
remainder	the rest, what is left
remittance	payment
remuneration	pay, wages, salary
render	make, give, send
report	tell
represents	shows, stands for, is
request	ask, question
require	need, want, force
requirements	needs, rules
subject to	depending on, under, keeping to
submit	send, give
sufficient	enough
supplement	go with, add to
to date	so far, up to now
to the extent that	if, when
undersigned	I, we
undertake	agree, promise, do
utilize	use