

Simple Alternatives for Complex Words

Ever wonder why your business writing sounds so dry and boring? It could be the use of overly complicated words. Your reader may understand the words, but a simple alternative may make reading easier. The following are a few examples.

Business Word/Phrase	Possible Alternative
Accede	Allow, Accept, Agree
Accompanying	With
Accordingly	So
Acquaint your self	Review, Read
Advantageous	Helpful
Advise	Recommend, Tell, Say
Afford an opportunity	Allow, Let
Allocate	Divide
Ameliorate	Help, Improve
Apparent	Clear, Plain, Obvious
As a consequence	Because
At the present time	Now
Bestow	Give
By means of	By
Circumvent	Avoid, Skirt
Close proximity	Near
Commence	Begin, Start
Compile	Make, Collect
Comply with	Follow
Comprise	Include, Forms, Make up
Compulsory	Must
Constitutes	Is, Forms
Construe	Interpret
Convene	Meet
Deem	Believe, Think
Defer	Delay, Put off

Simple Alternatives for Complex Words (continued)

Business Word/Phrase	Possible Alternative
Denote	Show
Designate	Appoint, Choose
Disclose	Show, Tell
Disseminate	Issue, Send, Pass out, Spread
During which time	While, During
Elucidate	Explain
Employ	Use
Empower	Allow
Encounter	Meet
Endeavour	Try
Enumerate	Count
Equitable	Fair
Erroneous	Wrong
Expeditiously	Quickly, As soon as possible
Expend	Spend
Fabricate	Make, Make up
Facilitate	Ease, Help, Make Possible
Feasible	Possible, Practical
Finalize	Finish, End
For that reason	Because
Formulate	Devise, Plan
Generate	Give, Produce
Grant	Give
However	But
If and when	If, When
Impacted	Affected, Changed
Implement	Do, Start, Carry out
In accordance with	By, Following, Under
In lieu of	Instead

Simple Alternatives for Complex Words (continued)

Business Word/Phrase	Possible Alternative
In the neighborhood of	About, Around
Jeopardize	Risk, Threaten
Liaison	Communication, Discussion
Magnitude	Size
Materialize	Happen, Occur
Moreover	And, Also
Necessitate	Cause, Need
Notify	Tell, Let know
Notwithstanding	Despite, Yet, Still
Objective	Goal, Aim
Operate	Run, Work
Optimum	Best, Greatest, Ideal
Parameters	Limits
Particulars	Details, Facts
Per annum	A year
Pertaining to	About, Of
Peruse	Read, Look at
Prioritize	Rank
Profusion of	Plenty, Too many
Promulgate	Issue, Publish
Pursuant to	By, Following, Per
Remuneration	Pay, Payment
Render	Give, Make
Reside	Live
Scrutinize	Examine, Read carefully
State-of-the-art	Latest
Subsequent	After, Next, Later
Sufficient	Enough
Supplementary	Extra, More

Simple Alternatives for Complex Words (continued)

Business Word/Phrase	Possible Alternative
That being the case	If so
Thereafter	Then
Therefore	So
Thereof	Its, Their
Transmit	Send
Ultimately	Finally
Undernoted	The following
Undersigned	I, We
Undertake	Agree, Do
Until such time	Until
Utilize	Use
Viable	Practical, Workable
Warrant	Call for, Permit
Whereas	Because, But, Since
With reference to	About
With regard/respect to	About, For
With the exception of	Except
You are requested	Please
Zone	Area, Region



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