

Plain English For Accessible Information

A

abundance	many; several; enough; plenty; a lot
above and beyond	above; beyond
accelerate	speed up
accentuate	stress
accommodation	where you live; home
accompanying	with
accomplish	do; finish
accordingly	in line with this; so
acknowledge	recognize; thank you for
acquire	buy; get
additional	extra; more
adjacent	next to
adjustment	change
admissible	allowed; acceptable
advantageous	useful; helpful
afforded	given
ahead of	before; prior
ahead of schedule	early; too soon
albeit	though; although; but
aligned	lined up; in line
alleviate	ease; reduce; lessen
allocate	divide; share; give
along the lines of	like; as in
alternative	(a) choice; (the) other

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alternatively	or; on the other hand
ameliorate	improve; help
amendment	change
an array of	many; several; numerous; various
a range of	many; several; numerous; various
anticipate	expect
apparent	clear; obvious; plain
apprise	inform; tell
appropriate	proper; right; suitable
approximately	about; roughly
as a result of	because of
as regards	about; on the subject of
ascertain	find out
assemble	build; gather; put together
assistance	help
at an early date	soon
at the moment	now; currently
at the present time	now; currently
attempt	try
attend	come to; go to; be at
attributable to	due to; because of
authorise	allow; let
authority	right; power
a variety of	many; several; numerous; various

B

based in	in; from
bear in mind	consider; note; realise

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belated	late
beneficial	helpful; useful
bestow	give; award
beverage	drink
by and large	mainly; mostly; chiefly
by means of	by

C

calculate	work out; decide
capability	ability
cease	finish; stop; end
clarification	explanation; help
combine	mix
combined	together
come to an end	stop; end; finish; cease; halt
come to a halt	stop; end; finish; cease; halt
commence	start; begin
competent	able; can
compile	make; collect
complete	fill in; finish
completion	end
complimentary	free
comply with	keep to; meet
component	part
conceal	hide
concerning	about; on
conclusion	end
concur	agree

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condition	rule
consequently	so
considerable	great; important
constitutes	makes up; forms; is
construe	interpret
consult	talk to; meet; ask
consume	use
contemplate	think about
contrary to	against; despite
contribute to	add to; help; support
converse	speak; talk with
correct	put right
correspond	write
counter	against
courteous	polite
currently	now
customary	usual; normal

D

deduct	take off; take away
defer	put off; delay
deficiency	lack of
demonstrate	show; prove
depict	show
designate	point out; show; name
desire	wish; want
despite the fact that	despite

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determine	decide; work out; set; end
detrimental	harmful; damaging; hurtful
devoid of	lacks
difficulties	problems
diminish	lessen; reduce
discharge	carry out
disclose	tell; show
disconnect	cut off; unplug
discontinue	stop; end
discuss	talk about
disseminate	spread
documentation	papers; documents
dominant	main
due to the fact that	because; as
duration	time; life
during which time	while; during which

E

each and every	all; each; every
eligible	allowed; qualified
emphasise	stress
enable	allow
enclosed	inside; with
encounter	meet
endeavour	try; attempt
enquire	ask
enquiry	question

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ensure	make sure
entitlement	right
envisage	see; expect; imagine
equitable	fair
equivalent	equal; the same
erroneous	wrong
establish	show; find out; set up
evaluate	test; check
exceptionally	only when; in this case
excessive	too many; too much
exclude	leave out
excluding	apart from; except
exclusively	only
exempt from	free from
expedite	hurry; speed up
experience	feel; see; sense
expire	end; finish; run out

F

fabricate	make; make up
facilitate	help; ease; support; make possible
facility	place; building
factor	reason
failure to	if you do not
finalise	end; finish
following	after
for the duration of	during; while
for the purpose of	to; for

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forewarn	warn
formulate	form; make; plan; devise
forward	send
frequently	often
furnish	give
further to	after; following
furthermore	then; also; and

G

generate	produce; give; make
get in touch with	contact
give rise to	cause
grant	give

H

henceforth	from now on; from today
hereby	now; by this
herein	here

I

identical	the same
if and when	if; when
illustrate	show; explain
immediately	at once; now
implement	carry out; do
imply	suggest; hint at
in a number of cases	some

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in accordance with	as under; in line with; because of
in addition (to)	and; as well as; also
in advance	before
incarcerate	jail
in case of	if
in conjunction with	and; with
in connection with	for; about
in excess of	above; beyond; more than
in lieu of	instead of
in order to	to; so that
in receipt of	get; have; receive
in relation to	about
in the course of	while; during
in the event of/that	if
in the majority of	most; mostly
in the near future	soon
inappropriate	wrong
inception	start; beginning
incorporate	include
indicate	show; suggest
inform	tell
initially	at first
initiate	begin; start
insert	put in
instances	cases
intend to	will
intimate	say; hint
innumerable	many; a lot
in perpetuity	always; forever

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**irrespective of
is of the opinion
issue** despite; even if
thinks; believes
give; send

J

jeopardise risk; threaten

K

keep in mind remember

L

**lackadaisical
(a) large number of
locality
locate** lazy
many; most (or say how many)
place; area
find

M

magnitude size
make your acquaintance meet
**(it is) mandatory
mandatory** (you) must
required
manner way
manufacture make
marginal small; slight
materialise happen; occur

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maximum	max; most; biggest
merchandise	goods
modification	change
moreover	and; also; as well
mutual agreement	agreement

N

necessary	needed
necessity	need
negligible	tiny; very small
nevertheless	but; however; even so
notify	tell
notwithstanding	even if; despite; still; yet
numerous	many

O

objective	aim; goal
observe	see; look; watch
obtain	get; receive
occasionally	at times; sometimes
on behalf of	for
on numerous occasions	often
on request	if you ask
operate	work; run
optimum	best; ideal
option	choice
ordinarily	normally; usually

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otherwise or
outstanding unpaid
owing to because of

P

par for the course normal; usual
partially partly
participate join in; take part
particulars details; facts
perform do
permissible allowed
permit let; allow
personnel people; staff
persons people; anyone
peruse study; read; read carefully; look at
place put
possess have; own
possessions belongings
practically almost; nearly
predominant main
premises area; building; location
preserve keep; protect
previous earlier; before; last
principal main
prior to before
proceed go; walk; move; go ahead
procure get; obtain; arrange
prohibit ban; stop

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projected	estimated
prolonged	long
promptly	quickly; at once
proportion	part; portion
provide	give
provided that	if; as long as
provisions	rules; terms
proximity	closeness; nearness
purchase	buy
pursuant to	under; because of; in line with

R

rationale	reason
recede	move backward; shrink
reconsider	think again about; look again at
reduce	cut
reduction	cut
referred to as	called
refers to	talks about; mentions
(have) regard to	take into account
regarding	about; on
regulation	rule
reimburse	repay; pay back
reiterate	repeat; restate
relating to	about
remain	stay
remainder	the rest; what is left
remuneration	pay; wages; salary

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render	make; give; send
report	tell
represents	shows; stands for; is
request	ask; question
require	need; want; force
requirement	need
reside	live
residence	home; where you live
restriction	limit
retain	keep
review	look at (again)
revised	new; changed

S

said/such/same	the; this; that
scrutinise	read carefully; study; examine
select	choose
settle	pay
significant	big; large; important
similarly	also; in the same way
solely	only
specified	given; written; set
state	say; tell; write down
statutory	legal; by law
subject to	depending on; under; keeping to
submit	send; give
subsequently	later
substantial	large; great; a lot of

sufficient	enough
supplement	go with; add to
supplementary	extra; more
supply	give; sell; deliver

T

take note of	see; note; notice; listen to
terminate	end; stop; finish
that being the case	if so
thereafter	then; afterwards
thereby	by that; because of that
therein	in that; there
thereof	of that
thus	so; therefore
to an extent	partly
to date	so far; up to now
transfer	change; move
transmit	send

U

unaccustomed to	not used to; unused to
ultimately	in the end; finally
unavailability	lack of
underneath	below; under; beneath
undertake	agree; promise; do
uniform	same; similar
unilateral	one-sided; one-way

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unoccupied	empty
unsubstantiated	unproven; not proven
upon	on
up until now	until now
utilisation	use
utilise	use

V

variation	change
verbalize/vocalize	speak; talk; write; say; express; state
virtually	almost
visualise	see

W

ways and means	ways
whatsoever	whatever; what; any
whereas	but
whether or not	whether
with a view to	to; so that
with reference to	about
with regard to	about; for
with respect to	about; for

Y

year in and year out	yearly; every year; annually; forever; always
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Z

zero in on
zone

focus; pinpoint; target
area; region

