

## ***ANNEXE 2 : Keep it Short and Simple***

### **Avoid**

a considerable amount of  
a considerable number of  
a great number of times  
a majority of  
a number of  
a small number of  
absolutely essential  
accompany  
accounted for by the fact that  
additionally  
adjacent to  
admonish  
afford an opportunity  
afterwards  
along the lines of  
an example of this is the fact that  
an order of magnitude faster  
apparent  
approximately  
are of the same opinion  
as a consequence of  
as a matter of fact  
as a means of  
as already stated  
as is the case  
as of this date  
as to  
as to whether  
ascertain  
at a rapid rate  
at an early date  
at an earlier date  
at some future time  
at the conclusion of  
at the present time  
at this point in time

### **Use Instead**

much  
many  
often  
most  
some  
a few  
essential  
go with  
because  
also  
near  
warn  
let  
afterward  
like  
for example  
10 times faster  
clear  
about  
agree  
because  
in fact (or leave out)  
to  
(leave out)  
as happens  
today  
about (or leave out)  
whether  
find out  
rapidly  
soon  
previously  
later  
after  
now  
now

based on the fact that  
be advised that  
bring to a conclusion  
by means of

capability  
causal factor  
caveat  
completely full  
component  
compunction  
consensus of opinion  
considerable amount of  
contiguous  
control groups

deem  
definitely proved  
despite the fact that  
disease process  
due to the fact that  
during the course of  
during the time that

echelons  
elucidate  
employ  
enclosed herewith  
encounter  
end result  
endeavor  
entirely eliminate  
equivalent  
etiology  
eventuate  
evidenced  
exhibit a tendency to

fabricate  
facilitate  
fatal outcome

because  
(leave out)  
end, conclude  
by, with

ability  
cause  
warning  
full  
part  
regret  
consensus  
much  
touching  
controls

think  
proved  
although  
disease  
because  
during, while  
while

levels  
explain  
use  
enclosed  
meet  
result  
try  
eliminate  
equal  
cause  
happen  
showed  
tend

make  
ease, help  
death

fewer in number	fewer
finalize	end
first of all	first
firstly	first
following	after
for a period of	for
for the purpose of	for
for the reason that	since, because
from the point of view of	for
future plans	plans
give an account of	describe
give consideration to	consider
give rise to	cause
has been engaged in a study of	has studied
has the capability of	can
have the appearance of	look like
having regard to	about
higher in comparison to	higher than
impact( v. )	affect
important essentials	essentials
in a number of cases	some
in a position to	can, may
in a satisfactory manner	satisfactorily
in a timely manner	promptly
in a very real sense	in a sense (or leave out)
in almost all instances	nearly always
in case	if
in close proximity to	close, near
in connection with	about, concerning
in lieu of	instead of
in many cases	often
in my opinion it is not an unjustifiable assumption that	I think
in order to	to
in relation to	toward, to
in respect to	about
in some cases	sometimes
in spite of the fact that	although
in terms of	about

in the absence of	without
in the amount of	for
in the event that	if
in the first place	first
in the not-too-distant future	soon
in the possession of	has, have
in the vast majority of cases	usually
in this day and age	now
in view of the fact that	because, since
in as much as	because
inception	start
incline to the view	think
including but not limited to	including
incumbent upon	must
initiate	begin, start
interface	boundary , frontier
is defined as	is
is knowledgeable of	knows
it goes without saying that I	I
it has been reported by Smith	Smith reported
	(I haven't bothered to look up the reference)
it has long been known that	apparently
it is apparent that	I think
it is believed that	clearly
it is clear that	
it is clear that much additional work	
will be required before a	
complete understanding	(I don't understand it)
it is doubtful that	possibly
it is evident that <i>a</i> produced <i>b</i>	a produced <i>b</i>
it is generally believed	many think
it is important to note that	(leave out)
it is my understanding that	I understand that
it is of interest to note that	(leave out)
it is often the case that	often
it is recommended that consideration	
be given to	we recommend
it is worth pointing out	
in this context that	note that
it may be that	I think
it may, however, be noted that	but

it should be noted that	note that (or leave out)
it was observed in the course of	
these experiments that	we observed
join together	join
lacked the ability to	could not
large in size	large
let me make one thing perfectly clear	(a snow job is coming)
liaise with	coordinate with
majority of	most
make an assumption that	assume
make preparations for	prepare
make reference to	refer to
methodology	method
militate against	prohibit
month of	(leave out)
needless to say	(leave out, and consider leaving out whatever follows it)
new initiatives	initiatives
not later than	by
of great theoretical and	
practical importance	useful
of insufficient magnitude	too small
of long standing	old
of the opinion that	think that
on a daily basis	daily
on account of	because
on behalf of	for
on no occasion	never
on the basis of	by
on the grounds that	since, because
on the part of	by, among, for
optimum	best
our attention has been called to	
the fact that	(we belatedly discovered)
owing to the fact that	since, because
parameters	limits

penultimate	next to last
perform	do
permit	let
place a major emphasis on	stress
pooled together	pooled
practicable	practical
presents a picture similar to	resembles
prior to	before
prioritize	rank
protein determinations were performed	proteins were determined
provided that	if
quantify	measure
quite	(leave out)
quite a large quantity of	much
quite unique	unique
rather interesting	interesting
red in color	red
referred to as	called
relative to	about
remuneration	pay, payment
rendered completely inoperative	broken
reported in the literature	reported
resultant effect	result
root cause	cause
serious crisis	crisis
serves the function of being	is
shortfall	shortage
smaller in size	smaller
so as to	to
subject matter	subject
subsequent to	after
sufficient	enough
surreptitiously	secretly
take into consideration	consider
terminate	end
the great majority of	most

the opinion is advanced that	I think
the predominant number of	most
the question as to whether	whether
the reason is because	because
the vast majority of	most
there is reason to believe	I think
this result would seem to indicate	this result indicates
through the use of	by, with
time period	time, period (not both)
to the extent that	if
to the fullest possible extent	fully
towards	toward
transmit	send
ultimate	last
unanimity of opinion	agreement
until such time as	until
utilize	use
validate	confirm
very necessary	necessary
very unique	unique
was of the opinion that	believed
ways and means	ways, means (not both)
we have insufficient knowledge	we do not know
we wish to thank	we thank
what is the explanation of	why
whether or not	whether
with a view to	to
with reference to	about
with regard to	concerning, about
with respect to	about
with the possible exception of	except
with the result that	so that
within the realm of possibility	possible
witnessed	saw