Simple Alternatives to Complex Words

Simple words are the foundation for effective business writing. Using too many complex words frustrates or bores your readers. The following are examples of complex words and suggested simple alternatives. **Simple alternatives are in red.**

-A-
Accrue/Gain
Adjacent to/Next to
Advantageous/Helpful
Allocate/Divide
Apparent/Clear
Ascertain/Learn
Attempted/Tried

-B-
Beneficial/Helpful
By means of/By

-C-
Capability/Ability
Category/Group
Close proximity/Near
Commence/Start
Comply with/Follow
Component/Part
Concur/Agree
Consolidate/Combine
Constitutes/Forms
Convene/Meet

-D-
Deem/Believe
Delineate/Define
Designate/Choose
Disseminate/Send

-E-
Echelon/Level
Employ/Employ
Encounter/Meet
Endeavor/Try
Equitable/Fair
Expedite/Rush

-F-
Facilitate/Help
Finalize/Finish
Forfeit/Give up
Function/Act
Furnish/Give

-G-
Gargantuan/Huge
Grant/Give

-H-
Herein/Here

-I-
Identical/Same
Implement/Start
Inception/Start
Indicate/Show
Initiate/Start
In lieu of/Instead
In order to/To
It appears/Seems

-J-
Justify/Prove

-K-
Kickstart/Start

-L-
Leverage/Use
Limited number/Few

-M-
Magnitude/Size
Maintain/Keep
Modification/Change
Monitor/Watch

-N-
Nebulous/Vague
Necessitate/Cause
Notify/Tell
Numerous/Many

-O-
Obligate/Force
Observe/See
Optimal/Best
Optimize/Perfect

-P-
Parameters/Limits
Prioritize/Rank
Proceed/Go ahead
Proficiency/Skill
Promulgate/Issue

-Q-
Quantify/Measure

-R-
Reflect/Show
Remuneration/Payment
Render/Give
Request/Ask
Retain/Keep

-S-
Solicit/Ask for
Solidify/Strengthen
Subsequent/Next
Sufficient/Enough

-T-
Tactical/Planned
Therefore/So
Timely/Prompt
Transmit/Send

-U-
Utilize/Use

-V-
Validate/Confirm
Verbatim/Exact
Viable/Practical

-W-
Warrant/Permit
Whereas/Since

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