

Words and Expressions to Avoid

Jargon	Preferred Usage	Jargon	Preferred Usage
a considerable amount	much	for the reason that	because
a considerable number of	many	from the point of view	for
a decreased amount of	less	future plans	plans
a decreased number of	fewer	give an account of	describe
a great deal of	much	give rise to	cause
a majority of	most	has been engaged in a study of	has studied
a number of	many, some	has the capability of	can
a small number of	a few	has the potential to	can, may
absolutely essential	essential	have the appearance of	look like, resemble
accounted for by the fact	because	having regard to	about
adjacent to	near, next to	immune serum	antiserum
along the lines of	like	impact (v.)	affect
an adequate amount of	enough	implement (v.)	start, put into action
an example of this is the fact that	for example	important essentials	essentials
an order of magnitude faster	10 times as fast	in a number of cases	sometimes
apprise	inform	in a position to	able to
are of the same opinion	agree	in a satisfactory manner	satisfactorily
as a consequence of	because	in a situation in which	when
as a matter of fact	in fact (or leave out)	in a very real sense	in a sense (or leave out)
as a result of	because	in almost all instances	nearly always
as is the case	as happens	in case	if
as of this date	today	in close proximity to	close, near
as to	about (or leave out)	in connection with	about, concerning
at a rapid rate	rapidly, fast	in light of the fact that	because
at an earlier date	previously	in many cases	often
at an early date	soon	in most cases	usually
at no time	never	In my opinion it is not an unjustifiable assumption that	I think
at present	now	in a small number of cases	rarely
at some future time	later, sometime	in order to	to
at the conclusion of	after	in relation to	toward, to
at the present time	now	in respect to	about
at this point in time	now	in some cases	sometimes
based on the fact that	because	in terms of	about
because of the fact that	because	in the absence of	without
by means of	by, with	in the event that	if
causal factor	cause	in the most effective manner	most effectively
cognizant of	aware of	in the not-too-distant future	soon
completely full	full	in the possession of	has, have
consensus of opinion	consensus	in this day and age	today
contingent upon	dependent on	in view of the fact that	because
count the number of	count	in as much as	for, as
definitely proved	proved	incline to the view	think
despite the fact that	although	initiate	begin, start
due to the fact that	because	is defined as	is
during the course of	during, while	is desirous of	wants
during the time that	while	is detrimental to	harms
effectuate	cause	is similar to	resembles
elucidate	explain	it has been reported by Smith	Smith reported
employ	use	it has long been known that	I haven't bothered to look up the reference
enclosed herewith	enclosed	it is apparent that	apparently, clearly
end result	result	it is believed that	I think (or say who thinks)
endeavor	try	it is clear that	clearly
entirely eliminate	eliminate	It is clear that much additional work will be required for a complete understanding	I don't understand it
eventuate	happen	it is evident that <i>a</i> produced <i>b</i>	<i>a</i> produced <i>b</i>
fabricate	make	It is generally believed	many think
facilitate	help	the reason is because	because

fatal outcome	death	there is reason to believe	I think
fellow colleague	colleague	this result would seem to indicate	the result indicates
fewer number	fewer	through the use of	by, with
finalize	end	to the fullest possible extent	fully
first of all	first	transpire	happen
following	after	ultimate	last
it should be noted that	note that (or leave out)	unanimity of opinion	agreement
lacked the ability to	could not	until such time	until
large in size	large	utilization	use
let me make one thing perfectly clear	a snow job is coming	utilize	use
make reference to	refer to	it is my understanding that	I understand that
met with	met	it is of interest to note that	(leave out)
militate against	prohibit	it is often the case that	often
more often than not	often	it is suggested that	I think
needless to say	(leave out, and consider leaving what follows it)	it is worth pointing out in this context that	note that
new initiatives	initiatives	it may be that	I think, perhaps
no later than	by	it may, however, be noted that	but
of an efficient nature	efficient	was of the opinion that	believed
of great theoretical and practical importance	useful	ways and means	ways, means (not both)
of long standing	old	we have insufficient knowledge	we do not know
of the opinion that	think that	we wish to thank	we thank
on a daily basis	daily	whether or not to	whether to
on account of	because	with a view to	to
on behalf of	for	with reference to	about (or leave out)
on no occasion	never	with regard to	concerning, about (or leave out)
on the basis of	by	with the exception of	except
on the grounds that	because	with the result that	so that
on the part of	by, among, for	within the realm of possibility	possible
on those occasions in which	when		
our attention has been called to	we belatedly discovered the fact that		
owing to the fact that	because		
perform	do		
place a major emphasis on	stress, emphasize		
pooled together	pooled		
presents a picture similar to	resembles		
previous to	before		
prior to	before		
quantify	measure		
quite a large quantity of	much		
quite unique	unique		
rather interesting	interesting		
red in color	red		
referred to as	called		
regardless of the fact that	even though		
relative to	about		
resultant effect	result		
root cause	cause		
serious crisis	crisis		
should it prove the case that	if		
so as to	to		
subject matter	subject		
subsequent to	after		
sufficient	enough		
take into consideration	consider		
terminate	end		
the fact of the matter is that	(leave out)		
the field of chemistry	chemistry		
the great majority of	most, almost all		
the predominate number of	most		