

Appendix A
Glossary of Plain Words

Complex Word	Plain Word
Accompany	Go with
Accomplish	Do
Advise	Tell
Ascertain	Find out
Assist.....	Help
At the present time	Now
Commence	Start
Comply.....	Do, Follow
Components	Parts
Conclude	End, Finish
Concur.....	Agree
Constitutes	Is, Forms, Makes up
Consult	Talk to, See, Meet
Contains	Has
Demonstrate	Show
Economical	Cheap
Endeavour	Try
Entails	Involves, Means
Exhibit.....	Show
Expend	Spend, Pay out
Failed to	Didn't
Has the capacity	Can, Is able
Henceforth.....	From now on
Identical.....	Same
In excess of.....	More
In the absence of	Without
In the course of.....	During, In
In the event that.....	If

Complex Word	Plain Word
In the near future.....	Soon
Indicate	Show
Initial.....	First
Initiate.....	Start
Limited number	Few
Locality.....	Place
Modify	Change
Notwithstanding	In spite of,Despite
Optimum.....	Best, Most
Option.....	Choice
Parameters	Limits
Permit	Let
Prior to.....	Before
Purchase.....	Buy
Remuneration	Pay, Income, Salary
Render	Give, Make
Reside	Live
Retain.....	Keep
State	Say, Tell
Strategize	Plan
Sufficient	Enough
The manner in which...	How
Transpire.....	Happen, Occur
Utilize	Use
Whereas	Since