

## Appendix 4 Words and Expressions to Avoid

### *Jargon*

a considerable amount of  
 a considerable number of  
 a decreased amount of  
 a decreased number of  
 a majority of  
 a number of  
 a small number of  
 absolutely essential  
 accounted for by the fact  
 adjacent to  
 along the lines of  
 an adequate amount of  
 an example of this is the fact that  
 an order of magnitude faster  
 apprise  
 are of the same opinion  
 as a consequence of  
 as a matter of fact  
 as a result of  
 as is the case  
 as of this date  
 as to  
 at a rapid rate  
 at an earlier date  
 at an early date  
 at no time

### *Preferred Usage*

much  
 many  
 less  
 fewer  
 most  
 many  
 a few  
 essential  
 because  
 near  
 like  
 enough  
 for example  
 10 times faster  
 inform  
 agree  
 because  
 in fact (or leave out)  
 because  
 as happens  
 today  
 about (or leave out)  
 rapidly  
 previously  
 soon  
 never

### *Jargon*

at some future time  
 at the conclusion of  
 at the present time  
 at this point in time  
 based on the fact that  
 because of the fact that  
 by means of  
 causal factor  
 cognizant of  
 completely full  
 consensus of opinion  
 considerable amount of  
 contingent upon  
 definitely proved  
 despite the fact that  
 due to the fact that  
 during the course of  
 during the time that  
 effectuate  
 elucidate  
 employ  
 enclosed herewith  
 end result  
 endeavor  
 entirely eliminate  
 eventuate  
 fabricate  
 facilitate  
 fatal outcome  
 fewer in number  
 finalize  
 first of all  
 following  
 for the purpose of  
 for the reason that  
 from the point of view of  
 future plans  
 give an account of  
 give rise to  
 has been engaged in a study of

### *Preferred Usage*

later  
 after  
 now  
 now  
 because  
 because  
 by, with  
 cause  
 aware of  
 full  
 consensus  
 much  
 dependent on  
 proved  
 although  
 because  
 during, while  
 while  
 cause  
 explain  
 use  
 enclosed  
 result  
 try  
 eliminate  
 happen  
 make  
 help  
 death  
 fewer  
 end  
 first  
 after  
 for  
 since, because  
 for  
 plans  
 describe  
 cause  
 has studied

*Jargon*

has the capability of  
have the appearance of  
having regard to  
immune serum  
impact (v.)  
implement  
important essentials  
in a number of cases  
in a position to  
in a satisfactory manner  
in a situation in which  
in a very real sense  
in almost all instances  
in case  
in close proximity to  
in connection with  
in light of the fact that  
in many cases  
in my opinion it is not an un-  
justifiable assumption that  
in only a small number of cases  
in order to  
in relation to  
in respect to  
in some cases  
in terms of  
in the absence of  
in the event that  
in the not-too-distant future  
in the possession of  
in this day and age  
in view of the fact that  
inasmuch as  
incline to the view  
initiate  
is defined as  
is desirous of  
it has been reported by Smith  
it has long been known that

*Preferred Usage*

can  
look like  
about  
antiserum  
affect  
start, put into action  
essentials  
some  
can, may  
satisfactorily  
when  
in a sense (or leave out)  
nearly always  
if  
close, near  
about, concerning  
because  
often  
I think  
  
rarely  
to  
toward, to  
about  
sometimes  
about  
without  
if  
soon  
has, have  
today  
because, since  
for, as  
think  
begin, start  
is  
wants  
Smith reported  
I haven't bothered to look up the  
reference

*Jargon*

it is apparent that  
it is believed that  
it is clear that  
it is clear that much additional  
work will be required before a  
complete understanding  
it is crucial that  
it is doubtful that  
it is evident that *a* produced *b*  
it is generally believed  
it is my understanding that  
it is of interest to note that  
it is often the case that  
it is suggested that  
it is worth pointing out in this  
context that  
it may be that  
it may, however, be noted that  
it should be noted that  
it was observed in the course of  
the experiments that  
join together  
lacked the ability to  
large in size  
let me make one thing perfectly  
clear  
majority of  
make reference to  
met with  
militate against  
more often than not  
needless to say  
  
new initiatives  
no later than  
of great theoretical and practical  
importance  
of long standing  
of the opinion that  
on a daily basis

*Preferred Usage*

apparently  
I think  
clearly  
I don't understand it  
  
must  
possibly  
*a* produced *b*  
many think  
I understand that  
(leave out)  
often  
I think  
note that  
  
I think  
but  
note that (or leave out)  
we observed  
  
join  
couldn't  
large  
a snow job is coming  
  
most  
refer to  
met  
prohibit  
usually  
(leave out, and consider leaving  
out whatever follows it)  
initiatives  
by  
useful  
  
old  
think that  
daily