MAKE IT SIMPLE

INSTEAD OF: ____________________ USE:

a large number of                     many
a number of                           some or several or many
additional                            more
additionally                          also
adjacent to                           next to or near
aforementioned                       don’t use this word!
any and all                           all
all of the                            all the
approximately                         about
assist                                help
at present                            now
at the present time                    now
at this point in time                  now or currently
at such time as                        while
attempt (verb)                         try
concerning the matter of              about
demonstrate                            show
desire                                 want
during the course of                   during
during the time that                   during
excessive number of                   too many
for the purpose of                     for
for the reason that                    because
has a negative impact                  harms or hurts
have knowledge of                      know
give consideration to                 consider
in accordance with                     by or under
in close proximity                     near
in light of the fact that              because