

Word or phrase	Replacement
(a) large number of	many, most (or say how many)
(an) absence of	no, none
(have) regard to	take into account
(it is) compulsory	(you) must
(it is) mandatory	(you) must
(it is) obligatory	(you) must
(please find) enclosed	I enclose
(the) tenant	you
12 midnight	midnight
12 noon	noon
A man/woman by the name of	Named
A number of	Several, many
A percentage of	Some
A sufficient number of	Enough
ABM missile	ABM
Absence of	No
absolutely certain	certain
absolutely essential	essential
abundance	enough, plenty, a lot (or say how many)
accede to	allow, agree to
Accede to	Grant/allow
accelerate	speed up
accentuate	stress
accommodation	where you live, home
accompanying	with
accomplish	do, finish
according to our records	our records show
accordingly	in line with this, so
Accordingly	So
acknowledge	thank you for
Acquaint	Tell

acquaint yourself with	find out about, read
acquiesce	agree
acquire	buy, get
actual experience	experience
add an additional	add
add up	add
added bonus	bonus
additional	extra, more
adjacent	next to
Adjacent to	Near
adjustment	change, alteration
admissible	allowed, acceptable
advance forward	advance
advance planning	planning
advance reservations	reservations
advance warning	warning
advantageous	useful, helpful
advise	tell, say (unless you are giving advice)
affirmative yes	yes
affix	add, write, fasten, stick on, fix to
afford an opportunity	let, allow
afforded	given
aforesaid	this, earlier in this document
aggregate	total
Ahead of schedule	Early
aligned	lined up, in line
all meet together	all meet
all-time record	record
alleviate	ease, reduce
allocate	divide, share, give
along the lines of	like, as in

Along the lines of	Like
alternative	(a) choice, (the) other
alternative choice	choice
alternatively	or, on the other hand
ameliorate	improve, help
amendment	change
An adequate number of	Enough
anonymous stranger	stranger
anticipate	expect
any particular	any
apparent	clear, plain, obvious, seeming
applicant (the)	you
application	use
appreciable	large, great
apprise	inform, tell
appropriate	proper, right, suitable
appropriate to	suitable for
approximately	about, roughly
armed gunman	gunman
Arrangements are in the hands of	Arranged by
artificial prosthesis	prosthesis
as a consequence of	because
As far as... is concerned	As for
as of the date of	from
as per	per
as regards	about, on the subject of
ascertain	find out
Ascertain	Learn
ask the question	ask
assemble	build, gather, put together
assemble together	assemble

assistance	help
assless chaps	chaps
at an early date	soon (or say when)
At an early date	Soon
at an early time	early
at its discretion	can, may (or edit out)
at the moment	now (or edit out)
at the present time	now (or edit out)
At the present time	When
At this point in time	Now
ATM machine	ATM
attach together	attach
attempt	try
attend	come to, go to, be at
Attired in	Wore
attributable to	due to, because of
authorise	allow, let
authority	right, power, may (as in 'have the authority to')
autobiography of my life	autobiography
awkward predicament	awkward
axiomatic	obvious, goes without saying
balsa wood	balsa
basic fundamentals	fundamentals
beat out	beat
belated	late
beneficial	helpful, useful
Best of health	Well/healthy
bestow	give, award
blend together	blend
both agree	agree
both of them	both

bouquet of flowers	bouquet
breach	break
brief in duration	brief
brief moment	moment
brief summary	summary
broke on down	broke down
burning embers	embers
by means of	by
By means of	With/by
cacophony of sound	cacophony
calculate	work out, decide
call your attention to the fact that	remind you, notify you
Called a halt	Stopped
cameo role	cameo
cancel out	cancel
capitol building	capitol
careful scrutiny	scrutiny
Carry out the work	Do the work
Caused injuries to	Injured
cease	finish, stop, end
circle around	circle
circulate around	circulate
circumvent	get round, avoid, skirt, circle
clarification	explanation, help
classify into groups	classify
clean up	clean
close proximity	proximity
closed fist	fist
CNN network	CNN
cold temperature	cold
colder temperature	colder

collaborate together	collaborate
collide into each other	collide
combine	mix
combine together	combine
combined	together
commence	start, begin
communicate	talk, write, telephone (be specific)
compete with each other	compete
competent	able, can
compile	make, collect
complete	fill in, finish
completely annihilate	annihilate
completely destroy	destroy
completely eliminate	eliminate
completely engulf	engulf
completely fill	fill
completely surround	surrounded
completion	end
comply with	keep to, meet
component	part
component parts	parts
comprises	is made up of, includes
conceal	hide
concerning	about, on
Concerning the matter of	About
conclusion	end
concur	agree
condition	rule
confer together	confer
confused state	confused
connect together	connect

consensus of opinion	consensus
consequently	so
considerable	great, important
constantly maintained	maintained
constitutes	makes up, forms, is
construe	interpret
consult	talk to, meet, ask
consumption	amount used
contemplate	think about
continue on	continue
Continue to remain	Stay
contrary to	against, despite
correct	put right
correspond	write
costs the sum of	costs
could possibly	could
counter	against
courteous	polite
crammed close together	crammed
crisis situation	crisis
crystal clear	clear
cumulative	added up, added together
curative process	curative
current incumbent	incumbent
current trend	trend
currently	now (or edit out)
Currently	Now
customary	usual, normal
Customary	Usual
deceptive lie	lie
deduct	take off, take away

deem to be	treat as
defer	put off, delay
deficiency	lack of
delete	cross out
demonstrate	show, prove
denote	show
depart from	depart
depict	show
depreciated in value	depreciated
descend down	descend
Described as	Called
designate	point out, show, name
desirable benefits	benefits
desire	wish, want
despatch or dispatch	send, post
despite the fact that	though, although
Despite the fact that	Although
despite... nonetheless	despite OR nonetheless
determine	decide, work out, set, end
detrimental	harmful, damaging
different kinds	kinds
difficult dilemma	dilemma
difficulties	problems
diminish	lessen, reduce
direct confrontation	confrontation
disappear from sight	disappear
disburse	pay, pay out
discharge	carry out
disclose	tell, show
disconnect	cut off, unplug
discontinue	stop, end

discrete	separate
discuss	talk about
disseminate	spread
documentation	papers, documents
domiciled in	living in
dominant	main
Draw the attention of	Show/remind/point out
drop down	drop
due to the fact that	because, as
Due to the fact that	Because
duration	time, life
during the course of	during
During the time that	During
during which time	while
dwelling	home
dwindle down	dwindle
each and every	each
each individual ____	each ____
earlier in time	earlier
economical	cheap, good value
economics field	economics
eligible	allowed, qualified
eliminate altogether	eliminate
elucidate	explain, make clear
emergency situation	emergency
emphasise	stress
empower	allow, let
empty hole	hole
empty out	empty
empty space	space
enable	allow

enclosed	inside, with
enclosed herein	enclosed
Enclosed herewith	Enclosed
encounter	meet
end product	product
end result	result
endeavour	try
enquire	ask
enquiry	question
ensure	make sure
enter in	enter
entirely eliminate	eliminate
entitlement	right
envisage	expect, imagine
equal to one another	equal
equally as	equally OR as (one or the other, not both)
equivalent	equal, the same
Equivalent	Equal
eradicate completely	eradicate
erroneous	wrong
erupt (or explode) violently	erupt or explode
escape from	escape
establish	show, find out, set up
estimate roughly	estimate
estimated at about	estimated at
evaluate	test, check
evinced	show, prove
evolve over time	evolve
ex officio	because of his or her position
exact same	same
Exceeding the speed limit	Speeding

exceptionally	only when, in this case
excessive	too many, too much
exclude	leave out
excluding	apart from, except
exclusively	only
exempt from	free from
exit out of	exit
expedite	hurry, speed up
expeditiously	as soon as possible, quickly
expenditure	spending
expire	run out
exposed opening	opening
extant	current, in force
extradite back	extradite
extreme in degree	extreme
extremity	limit
fabricate	make, make up
face mask	mask
facilitate	help, make possible
Facilitate the effort	Ease/help
factor	reason
failure to	if you do not
fall down	fall
favorable approval	approval
fellow classmates	classmates
fellow colleague	colleague
fellow countryman	countryman
fetch back	fetch
few in number	few
fiction novel	novel
filled to capacity	filled

Filled to capacity	Full
final conclusion	conclusion
final outcome	outcome
finalise	end, finish
finish up	finish
first and foremost	foremost
first conceived	conceived
first of all	first
flee from	flee
fly through the air	fly
follow after	follow
following	after
for the duration of	during, while
for the purpose of	to, for
For the purpose of	To, for
For the reason of	Because
for the reason that	because
foreign imports	imports
former graduate	graduate
former veteran	veteran
formulate	plan, devise
forthwith	now, at once
forward	send
free gift	gift
frequently	often
From out of the	Out of/from
From the point of view of	For
from whence	whence
frontispiece illustration	frontispiece
frozen ice	ice
frozen tundra	tundra

full gamut	gamut
Fundamental	Basic
furnish	give
further to	after, following
furthermore	then, also, and
fuse together	fuse
future plans	plans
Gained entrance to	Got in
gather together	gather
Gathered together	Met
general consensus	consensus
generate	produce, give, make
give consideration to	consider, think about
Give consideration to	Consider
Give rise to	Cause
glance briefly	glance
Goes under the name of	Is called/known as
GOP party	GOP
grant	give
GRE exam	GRE
green in color	green
grow in size	grow
had done previously	had done
harmful injuries	injuries
he is a man who	he
head honcho	honcho
head up	head
heat up	heat
heavy in weight	heavy
Hence why	Why
henceforth	from now on, from today

hereby	now, by this (or edit out)
herein	here (or edit out)
hereinafter	after this (or edit out)
hereof	of this
hereto	to this
heretofore	until now, previously
hereunder	below
herewith	with this (or edit out)
his story is a strange one	his story is strange
hitherto	until now
HIV virus	HIV
hoist up	hoist
hold in abeyance	wait, postpone
hollow tube	tube
honest in character	honest
hope and trust	hope, trust (but not both)
hotter temperature	hotter
hourly basis	hourly
hurry up	hurry
I am hopeful that	I hope
I was unaware of the fact that	I was unaware that, I did not know that
if and when	if, when (but not both)
illustrate	show, explain
immediately	at once, now
implement	carry out, do
Implement	Carry out/fulfill/do
imply	suggest, hint at
important essentials	essentials
Impossible to discover	Cannot be found
in a confused state	confused
in a hasty manner	hastily

in a number of cases	some (or say how many)
In a satisfactory manner	Satisfactorily
in accordance with	as under, in line with, because of
In accordance with	By/under
In addition	Also
in addition (to)	and, as well as, also
in advance	before
In advance of our meeting	Before we meet
In attendance	Present/there
in case of	if
in conjunction with	and, with
In conjunction with	Together with
in connection with	for, about
in consequence	because, as a result
In consequence of	Because of
in excess of	more than
In isolation	By itself/alone
In large measure	Largely
in lieu of	instead of
In many cases	Often
in order that	so that
In order to	To
in receipt of	get, have, receive
In recognition of the fact that	Recognizing that
in relation to	about
in respect of	about, for
in spite of the fact that	though, although
In spite of the fact that	Despite/although
In succession	Running
in the absence of	without
In the case of/in terms of	off

in the course of	while, during
In the course of	During/while
In the direction of	Toward
In the event of	In/if
in the event of/that	if
In the field of	In/with
in the majority of instances	most, mostly
In the majority of instances	Mostly
in the near future	soon
in the neighbourhood of	about, around
In the possession of	Has/have
In the vicinity/region/neighborhood of	About/near/around
in view of the fact that	as, because
In view of the fact that	Since/because
inappropriate	wrong, unsuitable
inasmuch as	since, because
Inasmuch as	Given
inception	start, beginning
incorporating	which includes
incredible to believe	incredible
incur	have to pay, owe
indicate	show, suggest
indicted on a charge	indicted
inform	tell
initially	at first
initiate	begin, start
Initiate, institute	Start
input into	input
insert	put in
insist adamantly	insist
instances	cases

integrate together	integrate
integrate with each other	integrate
intend to	will
interdependent upon each other	interdependent
intimate	say, hint
introduced a new	introduced
introduced for the first time	introduced
irrespective of	despite, even if
is of the opinion	thinks
Is of the opinion	Believes
ISBN number	ISBN
issue	give, send
It cannot be denied that	Undeniably
it is known that	I/we know that
It is often the case that	Often
jeopardise	risk, threaten
join together	join
joint collaboration	collaboration
jump up	jump
kneel down	kneel
knots per hour	knots
knowledgeable expert	expert
lag behind	lag
laptop computer	laptop
large in size	large
Large volume of	Many
last of all	last
later time	later
LCD display	LCD
Leaving much to be desired	Unsatisfactory/bad
lesbian woman	lesbian

Less expensive	Cheaper
lift up	lift
live studio audience	studio audience
live witness	witness
local residents	residents
locality	place, area
locate	find, put
look ahead to the future	look to the future
look back in retrospect	look back
Low degree of interest	Little interest
low ebb	ebb
Made an approach to	Approached
Made good their escape	Escaped
made out of	made of
magnitude	size
main protagonist	protagonist
major breakthrough	breakthrough
major feat	feat
manner	way
manually by hand	manually
manufacture	make
marginal	small, slight
match up	match
material	relevant
materialise	happen, occur
may in the future	may, might, could
may possibly	may
Measure up to	Fit/reach/match
Meet up with	Meet
merchandise	goods
merge together	merge

might possibly	might
mislay	lose
modification	change
moment in time	moment
more superior	superior
moreover	and, also, as well
Mount Fujiyama	Fujiyama
mutual cooperation	cooperation
mutual respect for each other	mutual respect
nape of her neck	nape
natural instinct	instinct
nearly almost	nearly OR almost
negligible	very small
never at any time	never
nevertheless	but, however, even so
new beginning	beginning
new construction	construction
new innovation	innovation
new invention	invention
new recruit	recruit
none at all	none
nostalgia for the past	nostalgia
notify	tell, let us (or you) know
notwithstanding	even if, despite, still, yet
Notwithstanding the fact that	Although
now pending	pending
null and void	void
numerous	many (or say how many)
objective	aim, goal
obtain	get, receive
occasioned by	caused by, because of

Occasioned by	Caused by
of a bright color	bright
of a strange type	strange
of cheap quality	cheap
Of the order of	About
off of	off
Off of	Off
often times	often
old adage	adage
old cliché	cliché
old custom	custom
old proverb	proverb
On a daily basis	Daily
On a regular basis	Regularly
On account of the fact that	Because
on behalf of	for
on numerous occasions	often
on request	if you ask
on the grounds that	because
On the grounds that	Since/because
on the occasion that	when, if
On the part of	By
once used to	did, used to
One of the purposes	One purpose
One of the reasons	One reason
operate	work, run
optimum	best, ideal
option	choice
orbit around	orbit
ordinarily	normally, usually
originally created	created

otherwise	or
outside of	outside
outstanding	unpaid
overexaggerate	exaggerate
owing to	because of
owing to the fact that	since, because
Owing to the fact that	Because
pair of twins	twins
palm of the hand	palm
partially	partly
participate	join in, take part
particulars	details, facts
passing fad	fad
past experience	experience
past history	history
past memories	memories
Pay tribute to	Thank/praise/honor
penetrate into	penetrate
per annum	a year
Per annum	A year
Per capita	Per person
perform	do
Performs the function of	Functions as
period in time	period
permeate through	permeate
permissible	allowed
permit	let, allow
personal friend	friend
personal opinion	opinion
personnel	people, staff
persons	people, anyone

peruse	read, read carefully, look at
pick and choose	pick
PIN number	PIN
place	put
Placed under arrest	Arrested
plan ahead	plan
plan in advance	plan
plunge down	plunge
point in time	point, time, or then
positive identification	identification
possess	have, own
possessions	belongings
postpone until later	postpone
practically	almost, nearly
pre-recorded	recorded
predominant	main
preplan	plan
prescribe	set, fix
present time	time
preserve	keep, protect
previous	earlier, before, last
previously listed above	previously listed
principal	main
prior to	before
Prior/preparatory/previous to	Before we meet
private industry	industry
proceed	go ahead
proceed ahead	proceed
procure	get, obtain, arrange
profusion of	plenty, too many (or say how many)
prohibit	ban, stop

projected	estimated
prolonged	long
promptly	quickly, at once
promulgate	advertise, announce
proportion	part
proposed plan	plan
protest against	protest
Prove beneficial	Benefit
provide	give
provided that	if, as long as
Provided that	If
provisions	rules, terms
proximity	closeness, nearness
purchase	buy
pursuant to	under, because of, in line with
pursue after	pursue
Put in an appearance	Appear
raise up	raise
re-elect for another term	re-elect
reason is because	reason is
reason why	reason
reason why	reason is
reconsider	think again about, look again at
recur again	recur
reduce	cut
reduction	cut
refer back	refer
referred to as	called
refers to	talks about, mentions
reflect back	reflect
regarding	about, on

regular routine	routine
regulation	rule
reimburse	repay, pay back
reiterate	repeat, restate
relating to	about
Relative to the issue of	About
remain	stay
remainder	the rest, what is left
remittance	payment
remuneration	pay, wages, salary
render	make, give, send
Rendered assistance to	Helped
repeat again	repeat
reply back	reply
report	tell
represents	shows, stands for, is
request	ask, question
Request the appropriation of	Ask for (more) money
require	need, want, force
requirements	needs, rules
reside	live
residence	home, where you live
restriction	limit
retain	keep
Retain her position as	Remain as
Retired for the night	Went to bed
retreat back	retreat
return back	return
revert back	revert
review	look at (again)
revised	new, changed

rise up	rise
round in shape	round
safe haven	haven
safe sanctuary	sanctuary
said/such/same	the, this, that
sand dune	dune
scrutinise	read (look at) carefully
scrutinize in detail	scrutinize
select	choose
self-_____ yourself	self-_____
serious danger	danger
Serves the function of	Serves as
settle	pay
share the same	share
share together	share
sharp point	point
shiny in appearance	shiny
short in length	short
Shortfall in supplies	Shortage
shout out	shout
shuttle back and forth	shuttle
similarly	also, in the same way
single unit	unit
sink down	sink
sit down	sit
skipped over	skipped
skirt around	skirt
slightly ajar	ajar
small speck	speck
So far as x is concerned	As for x
soft to the touch	soft

sole of the foot	sole
solely	only
Special ceremonies marking the event were held	Ceremonies marked the event
specified	given, written, set
spell out in detail	spell out
spliced together	spliced
start off	start
start out	start
state	say, tell us, write down
statutory	legal, by law
still persists	persists
still remains	remains
subject to	depending on, under, keeping to
submit	send, give
Submitted his resignation	Resigned
Subsequent to	After
subsequent to/upon	after
subsequently	later
substantial	large, great, a lot of
substantially	more or less
Substantiate	Prove
Succeeded in defeating	Defeated
Succumbed to his injuries	Died
sudden crisis	crisis
sudden impulse	impulse
suddenly exploded	exploded
sufficient	enough
Sufficient consideration	Enough thought
sum total	total
supplement	go with, add to
supplementary	extra, more

supply	give, sell, deliver
surrounded on all sides	surrounded
Sustained injuries	Was hurt
swoop down	swoop
sworn affidavit	affidavit
Take action on the issue	Act
tall in height	tall
tall in stature	tall
tall skyscraper	skyscraper
temper tantrum	tantrum
terminate	stop, end
terrible tragedy	tragedy
that being the case	if so
the fact that he had not succeeded	his failure
the fact that I had arrived	my arrival
the question as to whether	whether
The results so far achieved	The results
The tools they employed	Their tools
there is no doubt but that	no doubt, doubtless
there is no doubt that	clearly
thereafter	then, afterwards
thereby	by that, because of that
therein	in that, there
thereof	of that
thereto	to that
This day and age	Today/nowadays
this is a subject which	this subject
thus	so, therefore
tiny bit	bit
to date	so far, up to now
to the extent that	if, when

Took into consideration	Considered
tragically sad	tragic
transfer	change, move
transmit	send
true facts	facts
truly sincere	sincere
tuna fish	tuna
two equal halves	halves
ultimately	in the end, finally
unavailability	lack of
Under active consideration	Considered
Under preparation	Being prepared
Under the circumstances	In this/that case
undergraduate student	undergraduate
underground subway	subway
undernoted	the following
undersigned	I, we
undertake	agree, promise, do
unexpected emergency	emergency
unexpected surprise	surprise
uniform	same, similar
unilateral	one-sided, one-way
unintentional mistake	mistake
universal panacea	panacea
unoccupied	empty
unsolved mystery	mystery
unthaw	thaw
until such time	until
Until such time as	Until
unusual in nature	unusual
used for fuel purposes	used for fuel

used to at one time	used to
used to in the past	used to
usual custom	custom
utilisation	use
utilise	use
vacillate back and forth	vacillate
variation	change
various differences	differences
veiled ambush	ambush
virtually	almost (or edit out)
visible to the eye	visible
visualise	see, predict
Voiced approval	Approved
wall mural	mural
wall sconce	sconce
wander around aimlessly	wander, roam
warn in advance	warn
Was a witness of	Saw
Was suffering from	Had
ways and means	ways
We are in receipt of	We received
We are of the opinion	We think
we have pleasure in	we are glad to
weather conditions	weather
Wend one's way	Go
whatsoever	whatever, what, any
When and if	When
whensoever	when
whereas	but
whether or not	whether
who is, which was	[often superfluous; omit entirely]

Will be the speaker at	Will speak
with a view to	to, so that
With a view to	To
with effect from	from
with reference to	about
With reference to	About
with regard to	about, for
With regard to	About
with respect to	about, for
With the exception of	Except
with the minimum of delay	quickly (or say when)
With the minimum of delay	As soon as possible/ASAP
With the result that	So
With the result that	So that
Worked their way	Went
write down	write
x o'clock A.M. in the morning	x o'clock A.M. (ditto for "P.M. in the evening")
you are requested	please
your attention is drawn to	please see, please note
zone	area, region