



## Simpler Ways of Saying Things

One of George Orwell's rules for good writing is, "If it is possible to cut out a word, always cut it out." The following list can help in this mission.

Instead of:	Use:
As a consequence of, as a result of	<i>Because, because of, from, since</i>
As a means of	<i>To</i>
As a result of	<i>Because</i>
As well as	<i>And</i>
At a later date	<i>Later</i>
At all times	<i>Always</i>
At the present time, at this time	<i>Now</i>
Beneficial aspects	<i>Benefits</i>
Biannually	<i>Twice a year</i>
By means of	<i>By, through</i>
By virtue of the fact that	<i>Because</i>
Despite the fact that	<i>Despite, though</i>
During the course of	<i>During</i>
Effect an improvement	<i>Improve</i>
For the purpose of	<i>To</i>
For the reason that	<i>Because</i>
Give consideration to	<i>Consider</i>
In agreement with	<i>Agree</i>
In a timely manner	<i>Soon</i>
In close proximity to	<i>Near</i>
In large measure	<i>Largely</i>
In order to	<i>To</i>
In reference to	<i>About, respecting</i>
In the absence of	<i>Without</i>
In the course of	<i>During, while, in</i>
In the event that	<i>If</i>
In view of the fact that	<i>Because</i>
Make provision for	<i>Provide</i>
Not in a position to	<i>Cannot</i>
Relating to	<i>About</i>
The extent to which	<i>How much</i>
The question as to whether	<i>Whether</i>
This is a subject that	<i>This subject</i>
With a view to	<i>To</i>
With the exception of	<i>Except for</i>
With the knowledge that	<i>Knowing</i>