

## Plain English For Accessible Information

### A

<b>abundance</b>	many; several; enough; plenty; a lot
<b>above and beyond</b>	above; beyond
<b>accelerate</b>	speed up
<b>accentuate</b>	stress
<b>accommodation</b>	where you live; home
<b>accompanying</b>	with
<b>accomplish</b>	do; finish
<b>accordingly</b>	in line with this; so
<b>acknowledge</b>	recognize; thank you for
<b>acquire</b>	buy; get
<b>additional</b>	extra; more
<b>adjacent</b>	next to
<b>adjustment</b>	change
<b>admissible</b>	allowed; acceptable
<b>advantageous</b>	useful; helpful
<b>afforded</b>	given
<b>ahead of</b>	before; prior
<b>ahead of schedule</b>	early; too soon
<b>albeit</b>	though; although; but
<b>aligned</b>	lined up; in line
<b>alleviate</b>	ease; reduce; lessen
<b>allocate</b>	divide; share; give
<b>along the lines of</b>	like; as in
<b>alternative</b>	(a) choice; (the) other

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<b>alternatively</b>	or; on the other hand
<b>ameliorate</b>	improve; help
<b>amendment</b>	change
<b>an array of</b>	many; several; numerous; various
<b>a range of</b>	many; several; numerous; various
<b>anticipate</b>	expect
<b>apparent</b>	clear; obvious; plain
<b>apprise</b>	inform; tell
<b>appropriate</b>	proper; right; suitable
<b>approximately</b>	about; roughly
<b>as a result of</b>	because of
<b>as regards</b>	about; on the subject of
<b>ascertain</b>	find out
<b>assemble</b>	build; gather; put together
<b>assistance</b>	help
<b>at an early date</b>	soon
<b>at the moment</b>	now; currently
<b>at the present time</b>	now; currently
<b>attempt</b>	try
<b>attend</b>	come to; go to; be at
<b>attributable to</b>	due to; because of
<b>authorise</b>	allow; let
<b>authority</b>	right; power
<b>a variety of</b>	many; several; numerous; various

## B

<b>based in</b>	in; from
<b>bear in mind</b>	consider; note; realise

<b>belated</b>	late
<b>beneficial</b>	helpful; useful
<b>bestow</b>	give; award
<b>beverage</b>	drink
<b>by and large</b>	mainly; mostly; chiefly
<b>by means of</b>	by

## C

<b>calculate</b>	work out; decide
<b>capability</b>	ability
<b>cease</b>	finish; stop; end
<b>clarification</b>	explanation; help
<b>combine</b>	mix
<b>combined</b>	together
<b>come to an end</b>	stop; end; finish; cease; halt
<b>come to a halt</b>	stop; end; finish; cease; halt
<b>commence</b>	start; begin
<b>competent</b>	able; can
<b>compile</b>	make; collect
<b>complete</b>	fill in; finish
<b>completion</b>	end
<b>complimentary</b>	free
<b>comply with</b>	keep to; meet
<b>component</b>	part
<b>conceal</b>	hide
<b>concerning</b>	about; on
<b>conclusion</b>	end
<b>concur</b>	agree

<b>condition</b>	rule
<b>consequently</b>	so
<b>considerable</b>	great; important
<b>constitutes</b>	makes up; forms; is
<b>construe</b>	interpret
<b>consult</b>	talk to; meet; ask
<b>consume</b>	use
<b>contemplate</b>	think about
<b>contrary to</b>	against; despite
<b>contribute to</b>	add to; help; support
<b>converse</b>	speak; talk with
<b>correct</b>	put right
<b>correspond</b>	write
<b>counter</b>	against
<b>courteous</b>	polite
<b>currently</b>	now
<b>customary</b>	usual; normal

## D

<b>deduct</b>	take off; take away
<b>defer</b>	put off; delay
<b>deficiency</b>	lack of
<b>demonstrate</b>	show; prove
<b>depict</b>	show
<b>designate</b>	point out; show; name
<b>desire</b>	wish; want
<b>despite the fact that</b>	despite

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<b>determine</b>	decide; work out; set; end
<b>detrimental</b>	harmful; damaging; hurtful
<b>devoid of</b>	lacks
<b>difficulties</b>	problems
<b>diminish</b>	lessen; reduce
<b>discharge</b>	carry out
<b>disclose</b>	tell; show
<b>disconnect</b>	cut off; unplug
<b>discontinue</b>	stop; end
<b>discuss</b>	talk about
<b>disseminate</b>	spread
<b>documentation</b>	papers; documents
<b>dominant</b>	main
<b>due to the fact that</b>	because; as
<b>duration</b>	time; life
<b>during which time</b>	while; during which

## E

<b>each and every</b>	all; each; every
<b>eligible</b>	allowed; qualified
<b>emphasise</b>	stress
<b>enable</b>	allow
<b>enclosed</b>	inside; with
<b>encounter</b>	meet
<b>endeavour</b>	try; attempt
<b>enquire</b>	ask
<b>enquiry</b>	question

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<b>ensure</b>	make sure
<b>entitlement</b>	right
<b>envisage</b>	see; expect; imagine
<b>equitable</b>	fair
<b>equivalent</b>	equal; the same
<b>erroneous</b>	wrong
<b>establish</b>	show; find out; set up
<b>evaluate</b>	test; check
<b>exceptionally</b>	only when; in this case
<b>excessive</b>	too many; too much
<b>exclude</b>	leave out
<b>excluding</b>	apart from; except
<b>exclusively</b>	only
<b>exempt from</b>	free from
<b>expedite</b>	hurry; speed up
<b>experience</b>	feel; see; sense
<b>expire</b>	end; finish; run out

## F

<b>fabricate</b>	make; make up
<b>facilitate</b>	help; ease; support; make possible
<b>facility</b>	place; building
<b>factor</b>	reason
<b>failure to</b>	if you do not
<b>finalise</b>	end; finish
<b>following</b>	after
<b>for the duration of</b>	during; while
<b>for the purpose of</b>	to; for

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<b>forewarn</b>	warn
<b>formulate</b>	form; make; plan; devise
<b>forward</b>	send
<b>frequently</b>	often
<b>furnish</b>	give
<b>further to</b>	after; following
<b>furthermore</b>	then; also; and

## G

<b>generate</b>	produce; give; make
<b>get in touch with</b>	contact
<b>give rise to</b>	cause
<b>grant</b>	give

## H

<b>henceforth</b>	from now on; from today
<b>hereby</b>	now; by this
<b>herein</b>	here

## I

<b>identical</b>	the same
<b>if and when</b>	if; when
<b>illustrate</b>	show; explain
<b>immediately</b>	at once; now
<b>implement</b>	carry out; do
<b>imply</b>	suggest; hint at
<b>in a number of cases</b>	some

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<b>in accordance with</b>	as under; in line with; because of
<b>in addition (to)</b>	and; as well as; also
<b>in advance</b>	before
<b>incarcerate</b>	jail
<b>in case of</b>	if
<b>in conjunction with</b>	and; with
<b>in connection with</b>	for; about
<b>in excess of</b>	above; beyond; more than
<b>in lieu of</b>	instead of
<b>in order to</b>	to; so that
<b>in receipt of</b>	get; have; receive
<b>in relation to</b>	about
<b>in the course of</b>	while; during
<b>in the event of/that</b>	if
<b>in the majority of</b>	most; mostly
<b>in the near future</b>	soon
<b>inappropriate</b>	wrong
<b>inception</b>	start; beginning
<b>incorporate</b>	include
<b>indicate</b>	show; suggest
<b>inform</b>	tell
<b>initially</b>	at first
<b>initiate</b>	begin; start
<b>insert</b>	put in
<b>instances</b>	cases
<b>intend to</b>	will
<b>intimate</b>	say; hint
<b>innumerable</b>	many; a lot
<b>in perpetuity</b>	always; forever

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**irrespective of  
is of the opinion  
issue**

despite; even if  
thinks; believes  
give; send

## J

**jeopardise**

risk; threaten

## K

**keep in mind**

remember

## L

**lackadaisical  
(a) large number of  
locality  
locate**

lazy  
many; most (or say how many)  
place; area  
find

## M

**magnitude  
make your acquaintance  
(it is) mandatory  
mandatory  
manner  
manufacture  
marginal  
materialise**

size  
meet  
(you) must  
required  
way  
make  
small; slight  
happen; occur

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<b>maximum</b>	max; most; biggest
<b>merchandise</b>	goods
<b>modification</b>	change
<b>moreover</b>	and; also; as well
<b>mutual agreement</b>	agreement

## N

<b>necessary</b>	needed
<b>necessity</b>	need
<b>negligible</b>	tiny; very small
<b>nevertheless</b>	but; however; even so
<b>notify</b>	tell
<b>notwithstanding</b>	even if; despite; still; yet
<b>numerous</b>	many

## O

<b>objective</b>	aim; goal
<b>observe</b>	see; look; watch
<b>obtain</b>	get; receive
<b>occasionally</b>	at times; sometimes
<b>on behalf of</b>	for
<b>on numerous occasions</b>	often
<b>on request</b>	if you ask
<b>operate</b>	work; run
<b>optimum</b>	best; ideal
<b>option</b>	choice
<b>ordinarily</b>	normally; usually

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**otherwise** or  
**outstanding** unpaid  
**owing to** because of

## P

**par for the course** normal; usual  
**partially** partly  
**participate** join in; take part  
**particulars** details; facts  
**perform** do  
**permissible** allowed  
**permit** let; allow  
**personnel** people; staff  
**persons** people; anyone  
**peruse** study; read; read carefully; look at  
**place** put  
**possess** have; own  
**possessions** belongings  
**practically** almost; nearly  
**predominant** main  
**premises** area; building; location  
**preserve** keep; protect  
**previous** earlier; before; last  
**principal** main  
**prior to** before  
**proceed** go; walk; move; go ahead  
**procure** get; obtain; arrange  
**prohibit** ban; stop

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<b>projected</b>	estimated
<b>prolonged</b>	long
<b>promptly</b>	quickly; at once
<b>proportion</b>	part; portion
<b>provide</b>	give
<b>provided that</b>	if; as long as
<b>provisions</b>	rules; terms
<b>proximity</b>	closeness; nearness
<b>purchase</b>	buy
<b>pursuant to</b>	under; because of; in line with

## R

<b>rationale</b>	reason
<b>recede</b>	move backward; shrink
<b>reconsider</b>	think again about; look again at
<b>reduce</b>	cut
<b>reduction</b>	cut
<b>referred to as</b>	called
<b>refers to</b>	talks about; mentions
<b>(have) regard to</b>	take into account
<b>regarding</b>	about; on
<b>regulation</b>	rule
<b>reimburse</b>	repay; pay back
<b>reiterate</b>	repeat; restate
<b>relating to</b>	about
<b>remain</b>	stay
<b>remainder</b>	the rest; what is left
<b>remuneration</b>	pay; wages; salary

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<b>render</b>	make; give; send
<b>report</b>	tell
<b>represents</b>	shows; stands for; is
<b>request</b>	ask; question
<b>require</b>	need; want; force
<b>requirement</b>	need
<b>reside</b>	live
<b>residence</b>	home; where you live
<b>restriction</b>	limit
<b>retain</b>	keep
<b>review</b>	look at (again)
<b>revised</b>	new; changed

## S

<b>said/such/same</b>	the; this; that
<b>scrutinise</b>	read carefully; study; examine
<b>select</b>	choose
<b>settle</b>	pay
<b>significant</b>	big; large; important
<b>similarly</b>	also; in the same way
<b>solely</b>	only
<b>specified</b>	given; written; set
<b>state</b>	say; tell; write down
<b>statutory</b>	legal; by law
<b>subject to</b>	depending on; under; keeping to
<b>submit</b>	send; give
<b>subsequently</b>	later
<b>substantial</b>	large; great; a lot of

<b>sufficient</b>	enough
<b>supplement</b>	go with; add to
<b>supplementary</b>	extra; more
<b>supply</b>	give; sell; deliver

## T

<b>take note of</b>	see; note; notice; listen to
<b>terminate</b>	end; stop; finish
<b>that being the case</b>	if so
<b>thereafter</b>	then; afterwards
<b>thereby</b>	by that; because of that
<b>therein</b>	in that; there
<b>thereof</b>	of that
<b>thus</b>	so; therefore
<b>to an extent</b>	partly
<b>to date</b>	so far; up to now
<b>transfer</b>	change; move
<b>transmit</b>	send

## U

<b>unaccustomed to</b>	not used to; unused to
<b>ultimately</b>	in the end; finally
<b>unavailability</b>	lack of
<b>underneath</b>	below; under; beneath
<b>undertake</b>	agree; promise; do
<b>uniform</b>	same; similar
<b>unilateral</b>	one-sided; one-way

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<b>unoccupied</b>	empty
<b>unsubstantiated</b>	unproven; not proven
<b>upon</b>	on
<b>up until now</b>	until now
<b>utilisation</b>	use
<b>utilise</b>	use

## V

<b>variation</b>	change
<b>verbalize/vocalize</b>	speak; talk; write; say; express; state
<b>virtually</b>	almost
<b>visualise</b>	see

## W

<b>ways and means</b>	ways
<b>whatsoever</b>	whatever; what; any
<b>whereas</b>	but
<b>whether or not</b>	whether
<b>with a view to</b>	to; so that
<b>with reference to</b>	about
<b>with regard to</b>	about; for
<b>with respect to</b>	about; for

## Y

<b>year in and year out</b>	yearly; every year; annually; forever; always
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# BC Disability

## Z

**zero in on**  
**zone**

focus; pinpoint; target  
area; region

