

# Self-Help Test

## *Effective Writing*

### **Handout 1**

This test is designed to serve as an aid to learning. In it, there are representative problems from most areas required in writing a speech. Complete the test at home and bring the test with you to the next meeting. Your instructor will go over the test and provide the correct answers. Mark the problems that you need more work on for the competition of your writing assignment.

In the following sentences, identify each one as being correctly or incorrectly written. This is to include the correct uses of punctuation and capitalization. If the sentence is written correctly, use "A" as a response in the space provided. If it is written incorrectly, use "B" as a response.

- \_\_\_ 1. With Jones and James Smith was on the basketball team.
- \_\_\_ 2. We played soccer, but we lost the game.
- \_\_\_ 3. He bought shirts, pants, and a coat.
- \_\_\_ 4. John, though tired and sore completed the task.
- \_\_\_ 5. Although he did not need the supplies, Brown requisitioned them anyway.
- \_\_\_ 6. The fighter was a speedy maneuverable airplane.
- \_\_\_ 7. They told the story; we listened carefully.
- \_\_\_ 8. He was very reliable; therefore, we believed his story.
- \_\_\_ 9. Sergeant Jackson, who is 30 years of age; Lt Col Dan Johnson, who is 40 years of age; and Col Bob Lee, who is 46 years of age, are all in excellent physical condition.
- \_\_\_ 10. They had been stationed in the following countries; Spain, France, Germany, and Japan.
- \_\_\_ 11. Captain Armon spoke at three clubs: his best speech was at the Elk's Club, but he also did well at the Lion's Club and at the Rotary Club.
- \_\_\_ 12. The items we needed were: pencils, papers, and envelopes.
- \_\_\_ 13. Lieutenant Wilson plans on making the U.S.A.F. a career.
- \_\_\_ 14. Mr. Hook met Dr. B.J. Johnson at the NATO meeting in Brussels, Belgium.
- \_\_\_ 15. Many Air Force officers stationed in Southeast Asia must work with the army, navy, and air force of South Vietnam.
- \_\_\_ 16. For your writing assignment, you will need to know the correct uses of:
- a. comma
  - b. semicolon
  - c. colon
  - d. period
- \_\_\_ 17. You will also need instructions in the following: a. Capitals, b. Abbreviations, and c. Numbers.
- \_\_\_ 18. Although he was raised in the North, he always traveled south in the winter.
- \_\_\_ 19. The ten officers from the Army and the five officers from the Navy met for the discussion.
- \_\_\_ 20. The fourteen Air Force officers were at the same meeting.

In the three sentences that follow, match the verb in the sentence on the left with the verb classification on the right. Place the letter "A," "B," or "C" in the space provided.

- |                               |                              |
|-------------------------------|------------------------------|
| 21. He is friendly. ___       | <b>A. Transitive verb.</b>   |
| 22. They wrecked the car. ___ | <b>B. Intransitive verb.</b> |
| 23. John fell. ___            | <b>C. Linking verb.</b>      |

24. In which of the three sentences that follow is there disagreement in number between the subject and verb? You may check more than one response.

- \_\_\_ A. He and I were planning on going.  
 \_\_\_ B. A type of planes used by CAP pilots are C-172s.  
 \_\_\_ C. Everybody, including the crew members and passengers, were injured.

Identify the four sentences that follow as being in the active or passive voice. Place an "A" in the space provided if it is active voice construction, and place a "B" if it is passive voice construction.

- \_\_\_ 25. Results are requested immediately.  
 \_\_\_ 26. We tried to apply the solution.  
 \_\_\_ 27. The subject of a sentence will perform an action with an active verb.  
 \_\_\_ 28. A passive verb can be easily recognized by a writer.

29. Which of the following sentences best describes the proper use of the passive voice? Place a check mark in the space provided.

- \_\_\_ A. You should never use the passive voice.  
 \_\_\_ B. A judicious mixture of the passive voice with the active voice is desirable.  
 \_\_\_ C. The passive voice should be predominant in military writing.

In the three sentences that follow, match the verbal in the sentence on the left with the classification of the verbal on the right. Place the letters "A," "B," and "C" in the spaces provided.

30. The embattled outpost was saved. \_\_\_ **A. Infinitive.**  
 31. To save the outpost, the defenders fought well. \_\_\_ **B. Participle.**  
 32. Saving the outpost was uppermost in their minds. \_\_\_ **C. Gerund.**

33. Which of the following statements about smothered verb construction is NOT true? Place a check mark beside your choice.

- \_\_\_ A. Smothered verb construction involves the use of certain words that appear to have been verbs altered by the addition of a suffix such as "-tion" or "-ment."  
 \_\_\_ B. Smothered verb construction almost invariably increases the number of words in a sentence.  
 \_\_\_ C. You can often identify an individual work as being a smothered verb.

34. Identify the sentence of the three that follow that has smothered verb construction. Place a check mark beside your choice.

- \_\_\_ A. The examination will be a 150 question, multiple-choice test.  
 \_\_\_ B. He will conduct the investigation of the accident.  
 \_\_\_ C. James worked hard on the assignment.

35. Of the following four sentences, which contains the proper use of pronouns? Indicate your choice with a check mark.

- A. Neither Jones nor Smith has gone to their appointment.
- B. Jackson and Wills were approached to head up his own team.
- C. When Doc tried to put the spare tire on, it slipped off the jack.
- D. The audience was restless during its long wait.

36. Which of the following sentences does NOT have a faulty use of a modifier? Place a check mark beside your choice.

- A. While eating a sandwich, the bread fell apart.
- B. With a little care, you can write well.
- C. During the meeting, I felt that Brown could not be trusted.
- D. When a modifier is used in a sentence, it should not be misplaced.

37. Of the following three statements, which is the most accurate concerning sentence length? Place a check mark beside your choice.

- A. In military writing, you should use sentences that are of the right length to convey the desired message.
- B. In military writing, you should not use short sentences because this would insult your reader.
- C. In military writing, you should not use long and complex sentences.

38. Which of the following named items would NOT normally be used for transitions within or between sentences? Place a check mark beside your response.

- A. Modifiers.
- B. Punctuation marks.
- C. Conjunctions.
- D. Key words and phrases.

39. Which of the following statements about conjunctions are true? Indicate your choices by a check mark in the spaces provided.

- A. A coordinating conjunction, with its associated punctuation, is used to effect a transition between sentence parts of equal value.
- B. A coordinating conjunction, with its associated punctuation, is used to effect a transition between sentence parts of unequal value.
- C. A subordinating conjunction, with its associated punctuation, is used to effect a transition between sentence parts of equal value.
- D. A subordinating conjunction, with its associated punctuation, is used to effect a transition between sentence parts of unequal value.

Match the writing step in the left column with the phase of paragraph development in the right column. Place an "A," "B," or "C" in the blank provided.

- |   |                                 |
|---|---------------------------------|
| 40. Answer the question, "Why am I writing?" _____                          | <b>A. Planning to write</b>     |
| 41. Conduct research. _____   | <b>B. Organizing to write</b>   |
| 42. Select and develop an effective topic sentence. _____                   | <b>C. Developing paragraphs</b> |
| 43. Develop support sentences. _____  |                                 |
| 44. Limit the subject area. _____   |                                 |
| 45. Decide on a subject area. _____   |                                 |
| 46. Select a pattern of presentation. _____                                 |                                 |
| 47. List ideas relative to the subject. _____                               |                                 |
| 48. Develop s summary sentence. _____                                       |                                 |
| 49. Answer the question, "Who will read it?" _____                          |                                 |
| 50. Group ideas under specific headings. _____                              |                                 |
| 51. Answer the question, "What reaction do I want my reader to have?" _____ |                                 |

Match the pattern of presentation in the right column with the descriptive statement in the left column. Place an "A," "B," "C," or "D" in the black provided.

- |  |   |
|--|---|
| 52. Advance an idea or support a position. _____   | <b>A. Topical or enumeration pattern.</b>     |
| 53. Chronological flow of Events. _____  | <b>B. Reason or problem solution pattern.</b> |
| 53. Chronological flow of events. _____  | <b>C. Time pattern.</b>                       |
| 54. A general statement followed by a list of details, examples, quantities, or specification. _____ | <b>D. Space pattern.</b>                      |
| 55. Used to describe people, places things or events. _____  |   |

56. Which of the following four choices is NOT one of the basic structural features of a paragraph? Indicate your choice with a check mark.

- \_\_\_ A. Support material  
 \_\_\_ B. Internal transitional devices  
 \_\_\_ C. Summary sentence.  
 \_\_\_ D. Topic sentence.

57. Which of the following four statements about support sentences is NOT correct? Indicate your choice with a check mark.

- \_\_\_ A. Support sentences must advance the thought of the topic sentence.  
 \_\_\_ B. Support sentences must be developed in the same subject area as the topic sentence.  
 \_\_\_ C. Support sentences must be logically sequenced and coherent to the reader.  
 \_\_\_ D. Support sentences must be logical extensions of the idea advanced by the topic sentence.

58. Of the following statements, which is NOT correct concerning the function of a summary sentence? Indicate your choice with a check mark.

- A. A summary sentence may serve as a transition to a subsequent paragraph.
- B. A summary sentence may restate the idea of the topic sentence.
- C. A summary sentence may summarize the material presented in the paragraph.
- D. A summary sentence may serve only on of the above purposes at a time.

**ANSWER KEY FOR SELF-HELP TEST**Page numbers are for AFH 33-337, *Tongue and Quill*

<b>Question</b>	<b>Reference Pages</b>	<b>Question</b>	<b>Reference Pages</b>	<b>Question</b>	<b>Reference Pages</b>
1. B	231-235	21. C	50	41. B	9-12
2. A	231-235	22. A	50	42. C	9-12
3. A	231-235	23. B	50	43. C	9-12
4. B	231-235	24. B & C	75	44. A	9-12
5. A	231-235	25. B	35-36	45. A	9-12
6. B	231-235	26. A	35-36	46. B	9-12
7. A	225	27. A	35-36	47. B	9-12
8. A	225	28. B	35-36	48. C	9-12
9. A	225	29. B	35-36	49. A	9-12
10. B	229-230	30. B	50	50. B	9-12
11. A	229-230	31. A	50	51. A	9-12
12. B	229-230	32. C	50	52. B	20-30
13. B	249-250	33. C	43	53. C	20-30
14. A	249-250	34. B	43	54. A	20-30
15. B	267	35. D	37, 50, 55, 77	55. D	20-30
16. B	264-265	36. B	47 & 76	56. B	53-56
17. B	264-265	37. A	46 & 53	57. B	73-76
18. A	271	38. A	55-56	58. D	57-59
19. A	277-278	39. A & D	46 & 55		
20. B	277-278	40. A	9-12		

## SIMPLER WORDS AND PHRASES

### Handout 2

<i>Instead of</i>	<i>Try</i>
a great deal of	much
a minimum of	at least
a number of	some, many, few
a period of (2 days)	for
abandon	give up
abet	help, assist, aid
abeyance (hold in)	delay, postpone, wait
abridge	shorten, condense
abrogate	do away with, abolish, cancel, revoke
accelerate	speed up, hasten
accept	take, receive
accommodate	make fit, make room for, allow for
accompany	go with
accomplish	carry out, do , complete
accomplish (a form)	fill out, complete, produce, fill in, make out, prepare
according to (an instruction)	per
accordingly	so, then, therefore
accrue	add, gain
accumulate	gather, amass, collect
accurate	correct, exact, right
achieve	do, make
achieve the maximum	get the most from, excel
acquire	get, gain, earn, win
activate	start, drive, put into action, turn on
active consideration (to give)	consider
activities	actions
actual	real, true

<i>Instead of</i>	<i>Try</i>
actual emergency	emergency
actual facts	facts
actuate	induce, move, drive, impel
additional	added, more, other, further
address	speech, speak of, speak to, deal with (a problem)
adequate	enough, plenty
adjacent to	next to
advanced plans	plans
advantageous	helpful, useful, favorable, beneficial, good
adverse to	against, opposed to
advise	recommend, tell, inform
advised (keep me)	informed (or "inform me")
affirmative (answer in the)	agree, assent to, say "yes"
affix	put, stick, attach, place, add
affix a signature	sign
afford an opportunity	allow, let, permit
after the conclusion of	after
agency	office
aggregate	all, total, sum, combined, whole, entire
aircraft	plane
all of	all
allegation	charge, claim, assertion
alleviate	ease, relieve, lessen

<i>Instead of</i>	<i>Try</i>
allotment	share, portion
along the lines of	like, similar to
alter, alteration	change
alternative	choice, option, substitute
amalgamate	merge, combine, unite, mix
ambient	surrounding
ameliorate	better, improve
and/or	and, or (use whichever fits; if both fit, use both)
annually	yearly
antedate	precede
anticipate	expect, foresee
antipathy	dislike, distaste
antithesis	opposite, contrast
anxiety	fear
any or	any
apparent	clear, plain, visible
apparently	seemingly, clearly
appear	seem
appellation	name
append	add, attach
applicable	which applies, proper, correct, suitable
application	use (noun)
appreciable	many
appreciate	value
apprise	tell, inform
appropriate	proper, right, apt, suitable, pertinent, relevant (do delete it), fit
approximately	about, nearly, almost
are desirous of	want to
are in receipt of	received
as a matter of fact	in fact
as a means of	to
as against	against
as and when	as, when (not both)
as at present advised	as advised
as of (this date)	by (today), today

<i>Instead of</i>	<i>Try</i>
as prescribed by	under, per
as to whether	whether, if
ascertain	find out, learn, make sure
assert	claim, declare
assimilate	absorb, digest, join, include
assist, assistance	aid, help
at a later date	later
at a much greater rate	faster, more quickly
at all times	always
at an early date	soon
at present	now, currently, presently
at such time	when
at the present time	currently, at present, now
at the time of	when
at this juncture (time)	now
at this time	now
at your earliest convenience	as soon as you can
attached herewith is	here's
attached please find	here's, attached is, enclosed is
attain	reach, gain, achieve
attempt	try
attempts to	tries
attention is invited to	note, see
attired	dressed
augment	add, increase, extend, enlarge, expand, raise
authored	wrote
authoritative	valid, official
authority	sanction, control, guidance
authorize	allow, let, permit, empower, prescribe
autonomous	independent
avail yourself of	use
availability	presence, use

<i>Instead of</i>	<i>Try</i>
based on the fact that	because
be acquainted with	know
be cognizant of	know
be of assistance to	assist, help, aid
befall	happen, occur
behest	request, order
behoove	(avoid this pompous term)
benefit	help
bestow	give
betterment	improvement
biannual	twice a year
biennial	once in 2 years
bilateral	two sided
bona fide	real, genuine, sincere
brief (in duration)	short, quick, brief
brook (interference)	allow
burgeoning	increasing, growing
by means of	by, with
by virtue of	because, by, under
came to an end	ended
cannot	can't
capability	ability
capable	able
care should be taken	be careful, take care
category	class, group
characteristic	trait (noun), typical of (adjective)
characterize	describe, portray
circuitous	roundabout
classify	arrange
close proximity	close, near
cognizant of	aware of, know, understand, comprehend
coincidentally	at the same time
collaboration	(see "cooperation")
colloquy	discussion, talk
combine	join
combined	joint
comes into conflict	conflicts
commence	begin, start
commensurate	equal to, to agree

<i>Instead of</i>	<i>Try</i>
	with
commensurate with	corresponding to, equal to, to agree with, according to
communicate verbally	talk, discuss, say, tell
compensate (compensation)	pay
comply (with)	follow, carry out, meet, satisfy
component	part
comprehend	grasp, take in, understand
comprehensive	all-inclusive, through
comprise	form, include, make up, contain
comprised of	made up of, consists of
concerning	about, on
conclude	close, end, think, figure, decide
conclusion	end
concur	agree, approve
condition	state, event, facts
conduct (verb)	carry out, manage, direct, lead
confront	face, meet, oppose
conjecture	guess
connection	link, tie
connotation	meaning
consensus of opinion	agreement, verdict, general, view
consequently	so, therefore
consider	look at, think about, regard
considerable (amount)	large, great
consolidate	combine, join, merge
constitutes	is, forms, makes up
construct	build, make
consult	ask
consummate	finish, complete
contained in	in

<i>Instead of</i>	<i>Try</i>
containing	has, that have, etc.
contains	has
contemporaneously	at the same time
contiguous	next to, near, touching
continue	keep on
contractual agreement	agreement, contract
contribute	give
cooperate	help
cooperate together	cooperate
cooperation (in)	jointly, with
coordination	staff action, relate, agree, conform
couched	phrased, worded
course of time	time
criteria	standards, rules, yardsticks
criterion	standard, norm
currently	now (or leave out
de-emphasize	play down
decelerate	slow down, reduce speed
deem	think, judge, hold, believe
deficiency	defect, shortage, lack
definitize	make definite
delegate authority	empower, assign
delete	cut, drop
delineate	draw, describe, portray, outline
delinquent	late
demeanor	manner, conduct
demise	death
demonstrate	prove, show, explain
depart	leave
depict	describe, show
deprivation	loss
deprive	take away, remove, withhold
derive	receive, take
derogatory	damaging, slighting
descend	go down
designate	appoint, choose,

<i>Instead of</i>	<i>Try</i>
	name, pick, assign, select
desire	wish, want
detailed	more, full
deteriorate	run down, grow worse
determination	ruling
determine	decide, figure, find
detrimental	harmful
develop	grow, make, take place
dialogue, dialog	talk, discussion
dichotomy	split, separation
difficult	hard
dimension	size
diminish	drop, lessen, reduce, decrease
disadvantage	drawback, handicap
disallow	reject, deny, refuse
disclose	show, revel, make known
discontinue	drop, stop, end
disseminate	issue, send out, pass out, spread, announce, get out
distribute	spread, share, allot
divulge	make known, reveal
do not	don't
donate	give
downward adjustment	decrease
due in large measure	because, due to
due to the fact that	because of, hence, since, due to
duplicate	copy
duration	time, period
during such time	while
during the periods when	when
echelon	level, grade, rank
edifice	building
educator	teacher, trainer
effect (verb)	make, cause, bring about

<i>Instead of</i>	<i>Try</i>
effect an improvement	improve
effectuate	carry out, put into effect
elaborate (on)	expand on, develop
elapsed (time has)	passed
elect	choose, pick
elementary	simple, basic
elevated	height, altitude
elicit	draw out, bring out, prompt, cause
eliminate	cut, drop, end, remove, omit, delete
elimination	removal, discarding, omission
elucidate	explain, clarify
emanates	emits, comes from, gives out
emphasize	stress, point out
employ	use
enable	let
encompass in	include, enclose
encounter	meet, find, meeting
encourage	urge, promote, favor, persuade
end product	result, product, outcome
end result	end, result, outcome
endeavor	try, effort, action
enhance	increase, raise, heighten, improve
ensue	follow, result
ensure	make sure, see that
enumerate	count, list
envisage	picture, view, have in mind, regard
equally as	as
equanimity	poise, balance
equitable	fair, just
equivalent	equal
eradicate	wipe out, remove, destroy, erase
erroneous	wrong, mistaken
especially	chiefly

<i>Instead of</i>	<i>Try</i>
essential	basic, necessary, vital, important
establish	set up, prove, show, make, set, fix
estimate	conclude, appraise, judge
evaluate	check, rate, test, fix the value of, measure, analyze, think about, price
evaluation	rating
eventuate	result
every effort will be made	(i/you/we/they) will try
everybody, everyone	each, all
evidence	fact
evidenced	showed
evident	clear, plain, obvious
evince	show, display, express
evolution	change, growth
exacerbate	make more severe, violent or bitter; to make worse; to aggravate
examination	checkup, test, check search, questioning
examine	check, look at, test, study, inspect, look into
exceedingly	notable, extremely, very
excessive	too much, too many
execute	sign, perform, do act
exercise (authority)	use
exhaustive	thorough, complete
exhibit	show, display
exigency	urgent demand, urgent need, emergency
exorbitant	too much, abnormal
expedite	hurry, rush, speed up, fast, quick, hasten

<i>Instead of</i>	<i>Try</i>
expeditious	fast, quick, prompt, speedy, exercise care, watch out, take care, use care
expend	pay out, spend, use
expendable	normally used up or consumed, replaceable
expenditure	(see "expense")
expense	cost, fee, price, loss, charges
experience has indicated	experience shows, learned
experiment	test, try, trial
expertise	expert opinion, skill, knowledge
explain	show, tell
expostulate	demand, discuss, object
extant	existing, current
extend	spread, stretch
extensive	large, wide
extenuating	qualifying, justifying
external	outer
extinguish	quench, put out
fabricate	construct, make, build, invent
facilitate	ease, help along, make easy, further, aid
factor	reason, cause
failed to	didn't
familiarity	knowledge
familiarize	inform, learn, teach
fatuous numskull	jerk
feasible	possible, can be done, workable, practical
females	women
final	last
finalize	complete, finish, conclude, end
firstly	first
foe	enemy

<i>Instead of</i>	<i>Try</i>
for example	such as
for the purpose of	for, to
for the reason that	because, since
for this reason	so
for your information	(usually not needed)
forfeit	give up, lose
formulate	make, devise, repair
forthcoming	coming, future, approaching
forthwith	at once, right away
fortuitous	by chance, lucky, fortunate
forward	send
fragment	piece, part
frequently	often
fullest possible extent	as much as possible, fully
function	act, role, work
fundamental	basic, main, primary
furnish	give, send, provide, supply
furthermore	besides, also
future date	sometime, later
gained from the following	obtained, learned, source
gainsay	deny, dispute, contradict
generate	produce
germane	relevant, fitting, related
give consideration to	consider
give encouragement to	encourage, urge (see "encourage")
give feedback	respond
give instructions to	instruct, direct
give rise to	raise, cause, bring about
goes without saying	(unnecessary)
govern	rule
habituate	accustom, make use to, adapt, adjust
has the ability	can
has the capability	can
has the capability of	is capable of, can, is

<i>Instead of</i>	<i>Try</i>
	able to
have the need for	need
have to	must, need to
held a meeting	met
henceforth	until now
hereby	by this
herein	here (often unnecessary)
heretofore	until now
hiatus	gap, lapse
higher degree of	more
hitherto	up to now, until now
hold in abeyance	suspend, delay, wait
homogeneity	unity, agreement
hopefully	i hope
however	but
identical	same
identification	name, designation
identify	find, name, show, point out, recognize
if and when	if, when (not both)
ilk	sort, kind
illustrate	show, make clear
immediately	at once, now, promptly, quickly
imminent	near
impact	affect (verb), effect (noun)
impacted	affected, changed, hit
impediment	block, barrier
imperative	urgent
impetus	drive, power, force
implement	carry out, do, follow, complete, fulfill
implication	impact meaning, effect
important	major, greater, main
impugn	assail, attack, criticize
impulse	drive, push, thrust
in a manner similar to	like, in the same way, as
in a number of cases	some, often, at times

<i>Instead of</i>	<i>Try</i>
have the need for	need
have to	must, need to
held a meeting	met
henceforth	until now
hereby	by this
herein	here (often unnecessary)
heretofore	until now
hiatus	gap, lapse
higher degree of	more
hitherto	up to now, until now
hold in abeyance	suspend, delay, wait
homogeneity	unity, agreement
hopefully	i hope
however	but
identical	same
identification	name, designation
identify	find, name, show, point out, recognize
if and when	if, when (not both)
ilk	sort, kind
illustrate	show, make clear
immediately	at once, now, promptly, quickly
imminent	near
impact	affect (verb), effect (noun)
impacted	affected, changed, hit
impediment	block, barrier
imperative	urgent
impetus	drive, power, force
implement	carry out, do, follow, complete, fulfill
implication	impact meaning, effect
important	major, greater, main
impugn	assail, attack, criticize
impulse	drive, push, thrust
in a manner similar to	like, in the same way, as
in a number of cases	some, often, at times

<i>Instead of</i>	<i>Try</i>
in a position to	can
in a satisfactory manner	satisfactorily
in a situation in which	when
in accordance with	by, under, per according to
in accordance with the	capr xxxx requires, authority contained in capr xxxx
in addition to	also, besides, too, plus
in an effort to	to, so that, so
in case of	if
in close proximity	near, nearby, close
in compliance with the	as directed, as requested, request
in conjunction with	with, together
in connection with	in, with, on, about
in favor of	for
in its entirety	all of it
in lieu of	instead of, in place of
in order to	to
in process of preparation	being prepared
in recent past	lately
in reference to	regarding, about, on, concerning
in regard to	about, concerning, on
in relation to	about, concerning, on
in respect to	regarding, about, concerning, on
in sufficient time	early enough, soon enough, far enough ahead
in the amount of	for, of
in the course of	during, in, when
in the event of	if
in the event that	if, in case
in the immediate future	soon

<i>Instead of</i>	<i>Try</i>
in the majority of instance	the time (case)
in the matter of	in, on
in the nature of	like
in the negative	no, denied, disapproved
in the neighborhood of	about, around
in the time of	during
in the vicinity of	near, around
in this day and age	today, nowadays
in this instance	here (often necessary)
in view of	since
in view of the above	so, since, therefore
in view of the fact that	because, as
in-depth	(avoid if possible) thorough, complete
inaccurate	wrong, incorrect
inadvertently	accidentally, mistakenly
inasmuch as	since, because
inaugurate	start, begin, open
inception	start, beginning
incident to	pertaining, connected with
incidental	related, by chance
incombustible	fireproof, (it) will not burn
incorporate	blend, join, merge, include, combine, add
increase	rise, grow, enlarge, add to
increment	increase, gain, amount
incumbent upon	must
indebtedness	debt
indefinite	vague, uncertain
indeterminate	vague, uncertain
indicate	show, write down, call for, point out
indication	sign, evidence

<i>Instead of</i>	<i>Try</i>
individual (noun)	person, member
individually	each, one at a time, singly
ineffectual	futile, useless, ineffective
inexpensive	cheap, low-priced
infinite	endless
inflammable	(it) burns flammable, burnable
inherent	basic, natural
inimical	hostile, unfriendly, opposed
initial (adjective)	first
initially	first, at first
initiate	start, begin, act
innate	basic, native, inborn
innuendo	hint
input (provide)	data, thoughts, comment on, advise, respond
insignificant	slight, trivial, unimportant
insofar as	since, for, because
insomuch as	since
instance	case, example
instantaneously	instantly, at once, suddenly
institute (verb)	set up, start
integrate	combine
interface	connect, talk, coordinate, join, work together, merge, joint, point of contact, frontier, junction, common boundary
interpose no objection	don't object
interpose objections to	disapprove, disagree with, do not concur with, object to
interpret	grasp, explain, understand
interrogate	question

<i>Instead of</i>	<i>Try</i>
investigate	examine, study
irrespective (of the fact that)	regardless
is dependent upon	depends on
is in receipt of	receives, got
is responsible for obtaining	obtains
is responsible for selection	selects
(is) symptomatic of	shows
it is	(leave out)
it is essential	must
it is important to not that	note
it is obvious that	clearly, obviously
it is possible that	may, possibly
it is recommended	i, we recommend
it is requested	please, request
jeopardize	endanger
jurisdictional authority	control
justification	grounds, reasons
justify	prove
juxtaposition (in)	alongside, next to
knowledge	experienced, well-trained
legislation	law
limitations	limits
limited number	few
locate	find
location	place, scene, site
magnitude	size, extent
maintain (maintenance)	keep, support (upkeep)
majority	greatest, longest, most
make a decision	decide
make a reply	reply
make a request	request, ask for
make a statement	state
make an adjustment	adjust, resolve
make every effort	try
make provisions for	provide, do
mandatory	must, required

<i>Instead of</i>	<i>Try</i>
manifest (to be)	clear, plain
manufacture	make, build
materialize	appear, take form
materially	greatly
maximal	highest, greatest
maximize	increase
maximum	most, greatest
meets with approval	is approved
mention	refer to
metamorphosis	change
minimal	least, lowest, small
mitigate	lessen, ease
mode	way, style
modify	change, moderate, qualify
monitor	check, watch, oversee, regulate
multitudinous	populous, large (crowd)
nebulous	vague
necessitate	cause, need, make, require, cause to be
more specifically	for example
most unique	unique
negligible	small, trifling
neophyte	new, novice
nevertheless	however, even, so, but
not infrequently	often
not later than	by, before
not often	seldom
notwithstanding the fact that	although, nonetheless, nevertheless
notification	announcement, report, warning, notice
notify	let know, tell
numerous	many, most
objective	aim, goal
obligate, obligatory	bind, compel
observe	see
obtain	get
obviate	prevent, remove,

<i>Instead of</i>	<i>Try</i>
	rule out
obvious	plain, clear
of great importance	important
of large dimensions	large, big, enormous
of late	lately
of no avail	useless, no use
of the opinion (to be)	to believe, think
often times	often
of account of	because
on behalf of	by, for, representing
on the basis of	based on
on the grounds that	because
on the part of	for
operate	run, work
operation	action, performance
operational	working
optimize	improve, strengthen
optimum	greatest, most favorable, best
option	choice, way
opus	work
organization	makeup, work site
orifice	hole, vent, mouth
originate	start, create, begin
outlook	view
outstanding (debt)	unpaid, unresolved
over the signature of	signed by
overlook	view, sight
parameters	limits, factors, boundaries
paramount	superior, supreme, principal, chief, outstanding
partake	share, take part in
participate	take part
particularize	(avoid using) state in detail, specify, itemize
patently	evidently
peculiar to	unusual
penitentiary	prison
per annum	each year, a year
perform	do, act, produce, complete, finish

<i>Instead of</i>	<i>Try</i>
period of time	period, time
periodic	cyclic, recurring
periphery	confines, limits, perimeter
permit	let
pernicious	deadly, harmful
personnel	people, staff
pertaining to	about, of, on
pertinent	to the point
peruse	read, study
phenomenon	fact, event
pictured	shown, imagined
place	put
plaudits	praise, applause, approval
plethora	(pompous) excess too much
point in time	time, now, then
point of view	(usually unnecessary)
portend	predict, mean
portent	sign, omen
portion	part, share, lot
position	place
positively	(often unnecessary)
possess	have, own
posterior	end, rear
postpone	put off, delay
postulate (verb)	claim, assert, suggest
posture (on an issue)	view, position, attitude
potential (adjective)	possible
practicable	possible, workable
practically (done)	almost, nearly
precept	order, command, principle, rule of action
precipitate (adjective)	rash, sudden, hasty, abrupt
preclude	prevent, shut out
predicament	fix, dilemma
predicated on	based on
predominant	dominant, main, chief

<i>Instead of</i>	<i>Try</i>
predominantly	mainly, chiefly, mostly
preeminent	chief, outstanding, foremost, first
preliminary to	before
premier	first, leading
preparatory to	before
prepared	ready
preponderantly	mainly, chiefly
presently	now, soon
preserve	keep
prevail upon	persuade
prevalent	widespread
primary	first, chief
prime	best
prior to	before
prioritize	(no such word) rank, rank in order
preventative	preventive
previous	earlier, past
previous to	before
previously	before
probability	chance, likelihood
problematical	doubtful
procedures	rules, ways
proceed	do, go on, try
procure	get, gain
proficiency	skill, ability
profound	deep
programmed	planned
prohibit	prevent, forbid
project (ed)(verb)	planned
promulgate	announce, issue, set forth, establish
proportion	share, part, size, amount
proposal	plan, offer
prototype	first or original, model, pattern
provide	give, say, supply, furnish
provide for	care for
provided that	if
provides guidance	guides

<i>Instead of</i>	<i>Try</i>
for	
provisions (of a law)	terms
proximity	nearness, distance
purchase	buy
purport	claim, mean
pursuant to	to comply with, in, under, per, according to
purvey	supply, provide, sell
purview	range, scope
quantify	count, measure, state the amount
rationale	reason
reach a decision	decide
reason for	why
reason is because	because
recapitulate	sum up, summarize, report
recipient	receiver
recommend	propose, suggest, advance
recommendation	advise, thought, counsel, opinion
reduce	cut
referred to as	called, named
reflect	show, say
regarding	about, of, on
regardless	in spite of, no matter
reimbursement	payment, repayment
reiterate	repeat
related with	on, about
relating to	about, on
relative to	on, about, for
relocation	move
remain	stay
remainder	the rest, what remains
remedy	cure
remittance	payment
remove	take away, take off, move
remuneration	pay, payment
render	give, make, report
repeat again	repeat, do again

<i>Instead of</i>	<i>Try</i>
provisions (of a law)	terms
proximity	nearness, distance
purchase	buy
purport	claim, mean
pursuant to	to comply with, in, under, per, according to
purvey	supply, provide, sell
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quantify	count, measure, state the amount
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regarding	about, of, on
regardless	in spite of, no matter
reimbursement	payment, repayment
reiterate	repeat
related with	on, about
relating to	about, on
relative to	on, about, for
relocation	move
remain	stay
remainder	the rest, what remains
remedy	cure
remittance	payment
remove	take away, take off, move
remuneration	pay, payment
render	give, make, report
repeat again	repeat, do again

<i>Instead of</i>	<i>Try</i>
replete	full, filled
represent	stand for, depict
reproduce, reproduction	copy
request	ask, please
require	must, need, call for
requirement	need
requisite	needed
reside	live
retain	keep
return	go back
review	check, go over
rudiments	first steps, basics
salient	main, important
salutary	good, healthy
sans	without
satisfactory	fine, good, good enough
saturate	soak, fill
scant	little, only
scrupulous	careful
scrutinize	study carefully, look into
segment	part
seldom ever	seldom
selection	choice
serves to	acts, helps, works
significance	meaning, point, importance
significant	main, great, major, marked, important
signify	mean, show (verb)
similar to	like
sine qua non	essential
situated	placed, located, situation, work assignment, state
small in size	small
so as to	to
solitary	lone, single
somewhat	(usually padding)
specifications	terms, details, conditions
specify	list

<i>Instead of</i>	<i>Try</i>
square in shape	square
state (verb)	say
statutory	legal
still remains	remains
stimulate	stir, arouse
stipend	salary, payment, fee
strict accuracy	accuracy
subordinate (verb)	to lower, subdue
subordinate commands	their commands
subsequent to	after, later, next
subsequently	after, later, then, next
stringent	tight, strict
subject	the, this, your
subject to examination	check, examine, verify
submit	officer, give, send
substantial	large, real, strong, much, solid
substantiate	prove, support
substitute (verb)	replace
succor	help, aid
succumb	die, yield
such	similar, like
such as	like, that is
sufficient	enough, ample
sufficiently in advance	early enough
sum total	sum, total
superfluous	extra, too much, useless
supervise	manage
supposition	belief, thought, idea
surmise	think, guess, suppose
susceptible to	open to, subject to
symptom	sign
synthesis	merging, combining
synthesize	put together, group, assemble
tabulation	table
take action	act
take appropriate measures	please

<i>Instead of</i>	<i>Try</i>
take necessary action	act
take necessary steps	do
technicality	detail, fine point
technique	way, method
tender (verb)	offer, give
tentative	uncertain
terrible disaster	disaster
that	(leave out)
that aforesaid	(usually unnecessary) given or said above
the fact that	(usually unnecessary) that
the following	this, these
the foregoing	these, those, (something) above
the fullest degree possible	fully, as much as possible
(the) provisions of	(leave out)
the question as to whether	whether
the undersigned is desirous of	i want
(the) use of	(leave out)
thence	from there
therapy	treatment
therefore	so
therein	in (usually unnecessary)
thereof	of, its, their
thereon	on (usually unnecessary)
thereto	to that, to it
thereupon	at once
thirdly	third
this office	us, we
this point in time	now
thither	there
through the use of	by, with
thus	so
thwart	frustrate, block, stop, hinder
the period/frame	time, period, span
timely basis	promptly, fast,

<i>Instead of</i>	<i>Try</i>
	quickly
to be aware of	know
to effectively direct	to direct
to the extent that	as far as, so much that
transcend	go beyond
transformation	change
transmit	send
transparent	clear
transpire	happen, occur
transport	carry, move
transverse	crosswise
trauma	shock
true facts	facts
type	(leave out)
ultimate	final, end
ultimately	in the end, finally
under advisement	(avoid) being considered
under separate cover	(usually necessary)
underprivileged	poor, deprived
understand	know
unintentionally	by mistake, mistakenly, accidentally
until such time as	until, when
upgrade	improve
upon	on
upward adjustment	raise, increase
usage	use
utilize, utilization	use, employ
validate	confirm
value	cost, worth
variation	change
velocity	speed
vend	sell
verbatim	word for word, exact
veritable	(padding-- usually unnecessary)
very	(usually unnecessary)
very far	distant, remote
very hot	torrid, scorching, fiery

<i>Instead of</i>	<i>Try</i>
very large	enormous, immense, huge, spacious, vast
very last	last
very least	least
very near	adjacent, close
very pretty	gorgeous, beautiful
very quiet	still, silent
very small	tiny, puny
very strong	powerful, potent, forceful
very stupid	dense, moronic, idiotic, stupid
very weak	exhausted, frail, flimsy, inadequate
via	in, on, through, by way of
viable	workable, capable of growing or developing (does not mean: feasible, advisable, workable, achievable, effective or practical)
vicinity of	close, near
vicissitudes	ups and downs, changes, difficulties
vie	compete
virtually	almost
visualize	see, imagine, picture
vitiate	weaken, spoil, impair, debase
voluminous	bulky, large
warrant	call for, permit
whence	from where
whenever	when, each time
whereas	since, while
whereby	by which
wherein	in which, where
wherever	where
wherewithal	means
whether or not	whether, if
will be effected	will be done
will make use of	will use
with a view to	to, for

<i>Instead of</i>	<i>Try</i>
with due regard for (or to)	for
with reference to	on, about
with regard to	about, on, regarding, concerning
with the exception of	except, except for, but
with the purpose of	to
with the result that	so
within the purview of	under
withstand	stand, resist
witnessed	saw
/	and, or

## WIN WITH WORDSMANSHIP

After years of hacking through etymological thickets at the US Public Health Service, Philip Broughton, a 63-year old official, created a surefire method to convert frustration into fulfillment (jargonwise). Euphemistically called the *Systematic Buzz Phrase Projector*, Broughton's system employs a lexicon of 30 carefully chosen "**buzzwords**":

### COLUMN 1

0. integrated
1. total
2. systematized
3. parallel
4. functional
5. responsive
6. optional
7. synchronized
8. compatible
9. balanced

### COLUMN 2

0. management
1. organizational
2. monitored
3. reciprocal
4. digital
5. logistical
6. transitional
7. incremental
8. third-generation
9. policy

### COLUMN 3

0. options
1. flexibility
2. capability
3. mobility
4. programming
5. concept
6. time-phase
7. projection
8. hardware
9. contingency

The procedure is simple. Think of any three-digit number, then select the corresponding buzzword from each column. For instance, numbers 2, 5, and 7 produce "systematized logistical projection," a phrase that can be dropped into virtually any report with that ring of decisive, knowledgeable authority. "No one will have the remotest idea of what you're talking about," says Broughton, "but the important thing is they're not about to admit it."

This is definitely a  
four eighty-five.

