

JARGON; WHAT TO AVOID

ACTIVITY 13

Check over your own resume – have you overused jargon that could be replaced by simpler language that better conveys what you are trying to say? See the table below for some examples.

Jargon (Left Column)

Acceptable Substitutes (Right Column)

"....." means drop the jargon completely and replace within another word/phrase

A-C		Dates (in text of letters)	<i>(avoid)</i>
Above mentioned	<i>The above</i>	Dear Sir / Madam	<i>Dear "Name"</i>
Accompanied by	<i>With</i>	Deem	<i>Think / Believe</i>
Acquire	<i>Get / Buy</i>	Despatch	<i>Send</i>
Afford an opportunity	<i>Allow</i>	Detailed information	<i>Details</i>
Affix your signature	<i>Sign</i>	Determine whether	<i>Find out</i>
All concerned	<i>Everyone</i>	Disclose	<i>Show / Tell</i>
Alleged	<i>(avoid)</i>	Do not hesitate
Alternative	<i>Choice / Possibility</i>	Due to the fact that	<i>Because</i>
Amend	<i>Change</i>	During the period that	<i>When</i>
Amongst	<i>Among</i>	Effective immediately	<i>Beginning today</i>
Anticipate	<i>Expect</i>	e.g.	<i>For example</i>
Approximately	<i>About</i>	Enclosed herewith	<i>Enclosed</i>
Are in agreement	<i>Agree</i>	Encounter	<i>Meet</i>
As regards	<i>About</i>	Endeavour	<i>Try / Will</i>
As soon as	<i>When</i>	etc.	<i>(avoid)</i>
Ascertain	<i>Learn / Find Out</i>	Eventuate	<i>Happen / Occur / Results</i>
Assist	<i>Help</i>	Expiration	<i>End</i>
At all times	<i>Always</i>	Expressing	<i>Giving</i>
At an early date	<i>Soon</i>	Facilitate	<i>Make easy</i>
At this writing	<i>Now</i>	Facilities	<i>Services</i>
Attached hereto / herewith	<i>Attached</i>	Finalise	<i>Complete / End / Finish</i>
By means of	<i>By</i>	Firstly	<i>First</i>
Beneficial	<i>Helpful</i>	For the purpose
Cheque for this amount	<i>Cheque</i>	Forward	<i>Send</i>
Commence	<i>Start / Begin</i>	For your information
Commitment	<i>Promise</i>	Further to your
Concerning	<i>About</i>	Hereunder	<i>Below</i>
Concur	<i>Agree</i>	Herewith
Consequently	<i>So / Accordingly</i>	I-P	
Consider	<i>Feel / Think</i>	i.e.	<i>That is</i>
Currently prevailing	<i>Present</i>		
D-H			

Immediate requirements	<i>Current needs</i>	Purchase	<i>Buy</i>
In accordance with	Regarding	<i>About</i>
In connection with	<i>About</i>	Rectify	<i>Correct</i>
Indicate	<i>Show</i>	Reject	<i>Cannot accept / Decline</i>
In due course	Relative to
Initial	<i>First</i>	Remittance	<i>Cheque</i>
Initiate	<i>Begin / Start</i>	Requirements	<i>Needs</i>
In order that	<i>So / To</i>	Resolve	<i>Settle</i>
In reply	Restricted	<i>Limited</i>
In respect to	Revert
In the case of	Secondly	<i>Second</i>
In the event of	<i>If</i>	Sincere apology	<i>Sincere</i>
In the light of	Sir	<i>(use name)</i>
In the sum of	<i>For</i>	So that	<i>So</i>
In this matter	Stipulations	<i>Terms</i>
In this regard	Submit	<i>Send</i>
In view of	<i>Therefore</i>	Subsequently	<i>Later</i>
I refer to your letter	Such that
It appears	<i>Apparently</i>	Sufficient	<i>Enough</i>
It is anticipated	<i>I / We Expect</i>	Sum of
It is essential / important	<i>Must</i>	Take this opportunity
It is in order	<i>Must</i>	Thanking you	<i>Thank you</i>
It is intended	Thank you for your attention
It is required	<i>Must</i>	Thereafter	<i>After that</i>
It is suggested	<i>I / We Suggest</i>	This is to inform you
It will be necessary	<i>Must</i>	Undersigned
It would appear	<i>Apparently</i>	Utilise	<i>Use</i>
It would be appreciated	<i>Please</i>	Verification	<i>Proof</i>
Kindly	<i>Please</i>	Was sustained because	<i>Due to</i>
Locate	<i>Find</i>	Which we submit
Ltd (in text)	<i>(avoid)</i>	Whilst	<i>While</i>
Madam	<i>(use name)</i>	With kind personal regards
Minimum	<i>Least</i>	With kindest regards
Namely	<i>That is</i>	With personal good wishes
Necessity	<i>Need</i>	Will be obliged if	<i>Please</i>
Not to your satisfaction	With a view to	<i>So</i>
Number of occasions	<i>Often</i>	With regards to	<i>About or</i>
Penultimate	<i>Second last</i>	With respect to	<i>About / On / With</i>
Please be advised		
Please be guided accordingly		
Practically	<i>Nearly / Almost</i>		
P-Z			
Prior to	<i>Before</i>		
Provided that	<i>If</i>		
Pty Ltd (in text)	<i>(avoid)</i>		