



Plain Language: A few words from the Federal Register

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[This week's Plain Language writing tip comes to us from Succinct Sultan Jim Worsham.]

We here at Writing Tip Headquarters never tire of trying to say things with as few words as possible. That's why we have in past columns offered you suggestions for tightening your writing.

We're doing so again here, courtesy of the [Office of the Federal Register's "Plain Language Tools" page](#).

The Federal Register's web page about drafting Federal documents provides ways to say things in fewer words. Many of the words are legal terms that staff encounter while preparing the daily *Federal Register*.

But we found some that are widely used throughout the Archives and thought we'd share them with you. Let's shine the light on the Federal Register's efforts to infuse its work with plain language.

Below is a sample, but if you'd like to take a look at the full list, go to <http://www.archives.gov/federal-register/write/legal-docs/appendix-b-1.html>.

DON'T SAY	SAY
accorded	given
adequate number of	enough
at the time	when
cease	stop
complete (as a verb)	finish
donate	give
during the course of	during
excessive number of	too many
feasible	possible
for the reason that	because
portion	part
prior to	before
provision of law	law
pursuant to	under
State of Kansas	Kansas
sufficient number of	enough

The Congress	Congress
under the provisions of	under
utilize, employ [meaning “use”]	use
with reference to	for
in the interest of	for
is able to	can
is authorized to	may
manner	way
necessitate	require
no later than June 30, 2014	before July 1, 2014
obtain	get
of a technical nature	technical
per annum, per day, per foot	a year, a day, a foot
period of time	period, time