

Use simple words instead of complicated words and long expressions:

adequate	enough
a large number of	many
assist	help
beneficial	helpful
commence	begin
close proximity to	near
despite the fact that	although
employ	use
endeavor	try
for the purpose of	to
frequently	often
hold a meeting	meet
in the event that	if
in some cases	sometimes
in view of the fact	because
initiate	begin
inquire	ask
inundate	flood
magnitude	size
obtain	get
prior to	before
purchase	buy
remunerate	pay
request	ask
subsequent	next
subsequent to	after
sufficient	enough
the present writer	I
utilise, utilisation	use
very	--
with reference to	about
it is for this reason that	therefore

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