
Plain English cheat sheet

Instead of writing this...

write this

as and when

when

we will endeavour

we'll try

in due course

soon

we are able to

we can

in a timely manner

on time

additional information

more details

in order to

to

we have a requirement for

we need

regarding

about

a significant number

lots

in close proximity

near

per annum

a year

please advise

tell us

prior to

before

until such time

until

please ensure

make sure

at the end of the day

ultimately

utilise

use