Concrete Ways to Improve Your Legal Drafting

By

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for the

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1 The origin of much of this presentation and paper is the “Style Manual for Ordinances Amending the Dallas City Code (1974) by former Dallas City Attorney Analeslie Muncy. In turn, that manual was based in part on F. Reed Dickerson, “The Fundamentals of Legal Drafting” (1965) and A Manual on Style for Texas Legislative Documents (1972). Some of the items on the lists in this paper come from books or papers or both by Kenneth A. Adams, Chad Baruch, Christy Benson, David R. Bowers, Peter Butt, Robert P. Charrow, Veda R. Charrow, Morris Cohen, T. Selden Edgerton, Myra K. Erhardt, John D. Feerick, Rudolf Flesch, H.W. Fowler, Bryan A. Garner, Robert Graves, Alan Hodge, Alan M. L. Jones, James J. Kilpatrick, Joseph Kimble, David Mellinkoff, Kathy McGinty, Thomas A. Murawski, the Plain Language Action and Information Network (PLAIN), Mark K. Osbeck, the Office of Legislative Counsel for the U.S. Department of Justice, Judge Mark P. Painter, Nicholas N. Plasterer, Janice C. Redish, Matthew Salzwedel, Justice Antonin Scalia, Wayne Schiess, Sally Spurgin, Tina L. Stark, William Strunk, Jr., Cheryl M. Stephens, J. Alexander Tanford, the U.S. National Archives and Records Administration, the U.S. Securities and Exchange Commission, Eugene Volokh, E.B. White, Nick Wright, Richard C. Wydick, and William Zinsser. I dedicate this paper to my two favorite editors: Mary Helen Bowers and David R. Bowers.
Introduction

The lists in this paper supplement the powerpoint presentation given at the Summer Conference of the Texas City Attorneys Association on June 19, 2014. All these lists contain suggestions (as opposed to mandates) and exceptions exist to almost all the suggestions.

Archaic Terms to Avoid

You usually should avoid using these archaic terms. The list of “Preferred Substitutes for Wordy Phrases” in this paper contains alternatives for many of these terms.

above [as an adjective]
above-cited
above-listed
above-mentioned
afore-granted
aforementioned
afrescoaid
aforethought
albeit
and/or
anent
annexed [in the sense of “attached”]
anon
arguendo
as regards
avouched
attached please find
aught
be advised
be it remembered
before-mentioned
belied
belike
below [as an adjective]
below-mentioned
bestow
betwixt
bounden
burthen
catarrh
comes now
dehors the record
depecage
ensue
et al.
et ux.
forbear
forebears
forswear
forsworn
foregoing
forenoon
forthwith
fraudfeasor
further affiant sayeth not
gainsay
gotten
henceforth
hereabout
hereafter
hereby
herefor
herefrom
herein
hereinabove
hereinafter
hereinbefore
hereon
hereto
heretofore
hereunto
hereupon
herewith
hitherto
howbeit
ifsoever
imbibe
implead
in lieu
in no wise
in point of fact
inasmuch as
insofar as
instanter
inter alia
issue [for children]
know all men by these presents
now comes
nought
party of the first part
peradventure
perchance
peruse
please be advised
pled
post hoc
premises [in the sense of matters already referred to]
provided that
quashal
quoth
redound
residue
said [as a substitute for “the,” “that,” or “those”]
saith
same [as a substitute for “it,” “he,” “him,” etc.]
sayeth
such [person, place, or object]
surcease
thereabout
thereafter
thereby
therefor
therefrom
therein
thereinafter
thereinbefore
thereinto
thereof
thereon
thereout
thereto
theretofore
thereunto
thereupon
therewith
thitherward
to wit
under-mentioned
undersigned
unto
viz.
withal
whatsoever
whencesoever
whenever
whereagainst
whereas
whereat
whereby
wherefore, premises considered
wherefore
wherein
whereinsoever
whereinto
whereof
whereon
whereout
wheresoever
wherethrough
whereuntil
whereupon
wherewith
whichsoever
whither
whithersoever
whitherward
whomsoever
whosoever
within-named
witnesseth

Buzzwords and Jargon to Avoid

You usually should avoid using these buzzwords and jargon.

24/7/365
Accessorize(d)
Alegal
Alignment
Analytics
Asylee
At the end of the day
Attitudinally
Back-end
Balancing test
Ballpark figure
Bandwidth
Benchmarking
Best practices
Big society
Bottom line
Brand
Break through the clutter
Brick-and-mortar
Bring to the table
Building capabilities
Buzzword
Certworthy
Clear goal
Client-centric
Cloud Computing
Co-opetition
Constructive criticism [or engagement]
Convergence
Core competency
Cost-benefit analysis
Cost effective
Cost-efficient
Countless
Crowdsourcing
Customer-centric [also customer-centric mindset]
Definitely
Dialogue
Dimension
Disrupt
Diversity
Downsizing
Drinking the Kool-Aid [trusting in things offered by authority figures]
Eating your own dogfood [use a product yourself which you sell to others]
Empowerment
Enable
Entitlement
Enterprise
Event horizon
Environment [when used to modify nouns, such as “work environment”]
Epic
Escalate [in the sense of “intensify”]
Eventuate
Exit strategy
Exposure [in the sense of “liability”]
Eyeballs
Face time
Facepalm
Finalize
Framework
Free value
Fulfilment issues
Game-changer
Generation X
Globalization
Granular
Grow [as in "grow the business"]
Having said that
Headquarters [as a verb]
Herding cats
Holistic (approach/integration)
Hopefully
Hyperlocal
Ideation
Impact [as a verb]
Impactful
In the last analysis
Incentivize
Information society
Input
Interface [except in computer contexts]
Invested in
Jailbreak
Leverage [used as verb to mean magnify, multiply, augment, or increase]
Lifestyle
Long tail
Low hanging fruit
Make it pop
Management visibility
Matrix [except in computer contexts]
Meaningful
Mirandize
Milestone
Mindshare
Mission critical
Moving forward
Need-to-know basis
New economy
Next generation
Off-putting
Ongoing
On the cutting edge (or leading edge)
On the runway
Operational
-oriented, -orientated
Organic growth
Outside the box
Overall
Overly
Pain point
Paradigm
Paradigm shift
Parameters [except in computer or math contexts]
Personalize
Plutocracy
Point in time
Political capital
Price-point
Prioritize
Pro-active and Proactive
Process [in the sense of “to process a claim or dispute]
-pronged test
Reach out [as in "reach out to him for support"]
Really
Realistic
Reconceptualize
Realistic
Robocall
Run like a business
Sea change [transformation]
Sick [as in a really good performance]
Socialist
Solution
Sourced
Spin-up
Stakeholder
State-of-the-art
Streamline
Superinjunction [court order preventing press from reporting a story and saying order exists]
Survival strategy
Sustainability
Synergy
Tax-wise
Takeaway
-tiered analysis
Thrust [as a noun]
Touchpoint
To process [a claim or dispute]
Truthiness
Unfollow
Updated
Utilize
Value-added
Viability
Visibility
Wait-and-see-attitude
Warfighter
Wellness
Win-win
-wise [in the sense of “liability-wise” or “crime-wise”]
Worst-case scenario
YOLO [You Only Live Once]

Empty Phrases to Avoid

You usually should avoid using these empty phrases. The list of “Preferred Substitutes for Wordy Phrases” contains alternatives for many of these phrases.

ages of
amount of
as far as ___ is concerned
as stated previously
at a meeting
at least as far as ___ is concerned
be it remembered that
clearly
consideration should be given to the possibility of carrying into effect
corner of [two streets]
distance of
duly
hereby
held [in the sense of took part in a meeting or conversation]
hold [in the sense of take part in a meeting or conversation]
hours of
I might add
I respectfully suggest that
I should note here that it would be helpful to remember the fact that
I would add
I would argue that/like to point out
insofar as ___ is concerned
in my considered opinion
in order to
in terms of
in the case of
in the first instance
in the process of
in the last analysis
in this regard it is of significance that
incontestably
intersection of [two streets]
it has been determined that
sum of
the course of
the fact that
the month of
the use of
there are
there is
total of
undeniably
undoubtedly
vicinity of
wherefore, premises considered
years of age
years old

Old Redundant Phrases to Avoid

You usually should avoid using these redundant phrases. When a term is bolded, you usually should use that term. The list of “Preferred Substitutes for Wordy Phrases” in this paper contains alternatives for many of these phrases.

Absolute and unfettered discretion
Acknowledge and confess
Act and deed
Agree and covenant
Aid and abet
Aid and comfort
All and every
All and singular
Alter or change
Annul and set aside
Any and all
Approve and accept
Assume and agree
Authorize and direct
Authorize and empower
Authorize and require
Bind and obligate
Break and enter
By and between
By and under
By and with
Cancel, annul, and set aside
Cease and come to an end
Cease and desist
Chargeable and accountable
Claim and demand
Confess and acknowledge
Conjecture and surmise
Convey, embrace, and include
Convey, transfer, and set over
Covenant and agree
Covenant and promise
Covenant and surmise
Covenants and obligations
Deem and consider
Desire and require
Do and perform
Due and owing
Due and payable
Each and all
Each and every
Entirely and completely
Estate and interest
Final and conclusive
Finish and complete
First and foremost
Fit and proper
Fit and suitable
For and during the period
For and in behalf of
For and in consideration of
Force and effect
Fraud and deceit
Free and clear
Free and unfettered
From and after
Full and complete
Full faith and credit
Full force and effect
Furnish and supply
Give and grant
**Give, devise, and bequeath**
Good and sufficient
Goods and chattels
Grant and convey
Grant, bargain, sell, and convey
Had and received
Have and hold
Have and obtain
Heed and care
Hold and keep
Hold, perform, observe, fulfill, and keep
If and when
In good order and repair
In lieu, in place, instead, and in substitution for
In my name, place, and stead
In my stead and place
Intents and purposes
In truth and in fact
Just and reasonable
Keep and maintain
Kept and performed
Kind and character
Kind and nature
Known and described as
Known and distinguished as
Last will and testament
Let or hindrance
Lewd and lascivious
Liens and encumbrances
Lot, tract, or parcel of land
Lying and situated
Made and entered into
Made and provided
Made, ordained, constituted, and appointed
Maintenance and upkeep
Make, publish, and declare
May have access to and examine
Means and includes
Mentioned and referred to
Meet and just
Mind and memory
Modified and changed
Name and style
Null and void and of no legal force and effect
Of and concerning
Ordain and establish
Order and direct
Ordered, adjudged, and decreed
Over, above, and in addition to
Over and above
Pardon and forgive
Part and parcel
Pay, satisfy, and discharge
Peace and quiet
Perform and discharge
Perform or observe
Possession, custody, and control
Power and authority
Premeditation and malice aforethought
Quiet and peaceable
Ratifying and consenting
Relieve and discharge
Remise, release, and forever quitclaim
Represents and warrants
Request and demand
Rest, residue, and remainder
Revoked, annulled, and held for nought
Right, title, and interest
Rules and regulations
Save and except
Seized and possessed
Sell and assign
Shall and will
Shall have and exercise [the power]
Shun and avoid
Signed, sealed and delivered
Situate, lying and being in
Sort or kind
Sole and exclusive
Stand, remain, and be in full force
Suffer or permit
Supersede and displace
Terms and conditions
Then and in that event
Transfer and assign
True and correct
Truth and fact
Truth and veracity
Type and kind
Uncontroverted and uncontradicted
Under and subject to
Understood and agreed
Undertake and agree
Unless and until
Vague, nonspecific, and indefinite
Void and of no effect
Void and of no force
Void and of no value
Void and of non-effect
Various and sundry
Ways and means
When and as
Will and testament
Within and under the terms of

**Modern Redundant Phrases to Avoid**

You usually should avoid using these redundant phrases. When a term is inside parentheses, you usually may remove that term without harm.

**A**
- (absolutely) essential
- (absolutely) necessary
- actively (engaged)
- (actual) facts
- advance (forward)
- (advance) planning
- (advance) preview
- (advance) reservations
- (advance) warning
- add (an additional)
- add (up)
- (added) bonus
- (affirmative) yes
- (all-time) record
- alternative (choice)
- A.M. (in the morning)
- (and) etc.
- (anonymous) stranger
- (annual) anniversary
- (armed) gunman
- (artificial) prosthesis
- ascend (up)
- ask (the question)
- assemble (together)
- attach (together)
- ATM (machine)
- autobiography (of his or her own life)

**B**
- bald(-headed)
- balsa (wood)
- (basic) fundamentals
- (basic) necessities
- best (ever)
- (binding) contract
- biography (of his--or her--life)
- blend (together)
descend (down)
(desirable) benefits
(different) kinds
disappear (from sight)
drop (down)
during (the course of)
dwindle (down)

E
earlier (in time)
(early) beginnings
eliminate (altogether)
emergency (situation)
(empty) hole
empty (out)
(empty) space
enclosed (herein)
(end) result
enter (in)
(entirely) eliminate
equal (to one another)
eradicate (completely)
estimated at (about)
evolve (over time)
(exact) same
(excess) verbiage
(exposed) opening
(expressly) mandated
extradite (back)

F
(favorable) approval
(fellow) classmates
(fellow) colleague
few (in number)
filled (to capacity)
(final) conclusion
(final) end
(final) outcome
(final) ultimatum
(first) conceived
first (of all)
fly (through the air)
follow (after)
(foreign) imports
(former) graduate
(former) veteran
(free) gift
(from) whence
(frozen) ice
(frozen) tundra
full (to capacity)
(full) satisfaction
fuse (together)
(future) plans
(future) recurrence

G
gather (together)
(general) consensus
(general) public
GOP (party)
GRE (exam)
green [or blue or whatever] (in color)
grow (in size)

H
had done (previously)
(harmful) injuries
(head) honcho
heat (up)
HIV (virus)
hoist (up)
(hollow) tube
(honest) truth
hurry (up)

I
if (and when)
(illustrated) drawing
including (but not limited to)
incredible (to believe)
indicted (on a charge)
input (into)
integrate (together)
integrate (with each other)
interdependent (on each other)
introduced (a new)
introduced (for the first time)
(ir)regardless
ISBN (number)
J
join (together)
(joint) collaboration
(joint) partnership

K
kneel (down)
(knowledgeable) experts

L
lag (behind)
later (time)
later (in time)
LCD (display)
lift (up)
(little) baby
(live) studio audience
(live) witness
(local) residents
look (ahead) to the future
look back (in retrospect)

M
made (out) of
(major) breakthrough
(major) feat
(mandatory) requirement
manually (by hand)
may (possibly)
meet (together)
meet (with each other)
(mental) attitude
(mental) telepathy
merge (together)
might (possibly)
minestrone (soup)
mix (together)
modern ______ (of today)
(mutual) cooperation
(mutually) interdependent
mutual respect (for each other)
(number-one) leader in ________

N
nape (of her neck)
narrow (down)
(native) habitat
(natural) instinct
never (before)
(new) beginning
(new) construction
(new) innovation
(new) invention
(new) recruit
none (at all)
nostalgia (for the past)
(now) pending

O
off (of)
(old) adage
(old) cliche
(old) custom
(old) proverb
(open) trench
open (up)
(oral) conversation
(originally) created
output (out of)
(outside) in the yard
outside (of)
(over) exaggerate
over (with)
(overused) cliche

P
(passing) fad
(past) experience
(past) history
(past) memories
(past) records
(patently) obvious
penetrate (into)
period (of time)
(personal) friend
(personal) opinion
pick (and choose)
PIN (number)
pizza (pie)
plan (ahead)
plan (in advance)
(Please) RSVP
plunge (down)
(polar) opposites
(positive) identification
postpone (until later)
pouring (down) rain
(pre)board (as an airplane)
(pre)heat
(pre)record
(private) industry
(present) incumbent
present (time)
previously listed (above)
proceed (ahead)
(proposed) plan
protest (against)
pursue (after)

R
raise (up)
RAM (memory)
reason is (because)
reason (why)
recur (again)
re-elect (for another term)
refer (back)
reflect (back)
(regular) routine
remand (back)
repeat (again)
reply (back)
retreat (back)
revert (back)
rise (up)
round (in shape)

S
(safe) haven
(safe) sanctuary
same (exact)
(sand) dune
scrutinize (in detail)
self-______ (yourself)
separated (apart from each other)
(serious) danger
share (together)
(sharp) point
shiny (in appearance)
short (in height)
(short) synopsis
shut (down)
(single) unit
skipped (over)
slow (speed)
small (size)
(small) speck
soft (in texture) [or (to the touch)]
sole (of the foot)
spell out (in detail)
spliced (together)
start (off) or (out)
(still) persists
(still) remains
(sudden) impulse
(suddenly) without warning
(sum) total
surrounded (on all sides)

T
tall (in height)
tall (in stature)
(temp) tantrum
ten (in number)
three a.m. (in the morning)
(three-way) love triangle
time (period)
(tiny) bit
(total) destruction
(true) facts
(truly) sincere
tuna (fish)
(twelve) noon or midnight
(two) twins
(two equal) halves

U
(ultimate) goal
undergraduate (student)
(underground) subway
(unexpected) emergency
(unexpected) surprise
(unintentional) mistake
(universal) panacea
(unnamed) anonymous
UPC (code)
(usual) custom

V
vacillate (back and forth)
(various) different
(veiled) ambush
(very) pregnant
(very) unique
visible (to the eye)

W
(wall) mural
warn (in advance)
weather (conditions)
weather (situation)
whether (or not)
(white) snow
write (down)
(written) instrument

Vague Terms to Avoid

You usually should avoid using these terms unless you want to be broad or vague.

Area
Aspect
Basis
Case (other than a law case)
Character
Circumstances
Condition
Consideration
Degree
Facet
Factor
Feasible
Field
Level
Impact
Important
Information
Kind
Major
Meaningful
Notwithstanding anything in this contract to the contrary
Operative entities
Parameters
Phase
Process
Requested relief
Restrict
Significant
Situation
Substantial
Type
Unless otherwise agreed
Viable

**Weak Phrases to Avoid**

You usually should avoid using these terms unless you want to qualify or weaken a statement.

A bit
A little
A tad
A touch
Adequately
Barely
Faintly
Fairly
Hardly
Just
Marginally
Moderately
Only just
Passably
Pretty
Rather
Reasonably
Relatively
Satisfactorily
Scarcely
Slightly
Somewhat
To a certain/some extent
Vaguely
Clichés to Use with Caution

A
a far cry
a loose cannon
a tough row to hoe
ace in the hole
add insult to injury
all things considered
all your eggs in one basket
an axe to grind
at first blush
avoid like the plague

B
back to the drawing board
bald assertions
bald-faced liar
benefit of the doubt
better late than never
between a rock and a hard place
between Scylla and Charybdis
beyond the pale
blind leading the blind
blissful ignorance
boils down to
by the same token

C
can of worms
captured in the crossfire
captured red-handed
chilling effect
clean slate (we do not write on a, etc.)
close to the vest
commune with nature
comparing apples to oranges
considered opinion
constrained to hold
crystal clear
cut and dried
cut through the red tape

D
deliberate falsehood
devil is in the details
distinction without a difference

E
easier said than done
eleventh hour
eminently qualified
even the playing field
everything but the kitchen sink
exceptions carved out
exercise in futility

F
fall by the wayside
fall on deaf ears
fall through the cracks
fateful day
few and far between
for all intents and purposes
for what it's worth
foregone conclusion
forgive and forget
fox in the henhouse
frame of reference
from the sublime to the ridiculous
full-blown evidentiary hearing

G
garden-variety (case, etc.)
get to the bottom of
give and take
go the extra mile
go with the flow
goes without saying
grievous error

I
icing on the cake
in a nutshell
in over his/her head
in the same boat
in this day and age
inextricably (linked)
it goes without saying
it's only a matter of time
J
jump the gun
jump to conclusions
just deserts

K
keep [one's] options open
kiss of death

L
labor of love
landmark case
last but not least
last-ditch effort
law of the jungle
law of the land
lay down the law
leaps and bounds
left up in the air
let sleeping dogs lie
letter perfect
light at the end of the tunnel
like clockwork
lock, stock, and barrel
long and short of it
loose cannon

M
making a mountain out of a molehill
matter of life and death
mind set
moment of truth
momentous decision

N
needless to say
neither here nor there
nip in the bud
none the wiser
no uncertain terms
no-win situation
not written in stone

O
on a roll
one and the same
one in a million
only game in town
open a can of worms
open and shut
open the flood gates
out of sight, out of mind

P
pain and suffering
paramount importance
part and parcel
plain as day
powers that be
pros and cons
pull no punches
pure and simple
put the cart before the horse
put your best foot forward
put your foot down

R
reap what you sow
red herring
reinvent the wheel
remedy the situation
road to hell is paved with good intentions
rob Peter to pay Paul

S
search far and wide
seat of justice
second bite (at the apple)
second to none
set the record straight
shot in the dark
sigh of relief
signed, sealed, and delivered
six of one, half a dozen of the other
skating on thin ice
slinging mud
slippery slope
squeaky wheel gets the grease
start from scratch
straw that broke the camel’s back
strenuous objections
sum and substance
sweeping changes

T
take the bait
takes two to tango
take up cudgels
the real deal
the real McCoy
the same old story
there's the rub
think outside of the box
third time's the charm
this day and age
this point in time
three strikes against him/her
throw in the towel
throw the baby out with the bathwater
tide of battle
tides of time
time and time again
time is of the essence	
tip of the iceberg
to each his own
to the best of my knowledge
too good to be true
too hot to handle
too numerous to mention
touch with a ten foot pole
tough as nails
trials and tribulations
tried and true
trip down memory lane

U
unimpeachable integrity (or authority)
unvarnished truth

V
vain attempt
vain effort
vested interest
viable alternative
vigorous dissent
W
wakeup call
wait-and-see attitude
well-settled
went belly up
wheels of justice
whole ball of wax
wild goose chase
woefully inadequate
wreak havoc

**Preferred Substitutes for Wordy Phrases**

I recommend you usually replace the phrases in the left column with the phrases in the right column. Some of the more important phrases you should avoid are bolded.

<table>
<thead>
<tr>
<th>Don’t say</th>
<th>Say</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>some, several, a few, many, (actual number)</td>
</tr>
<tr>
<td>a number of</td>
<td>may</td>
</tr>
<tr>
<td>absolute and unfettered discretion</td>
<td>enough, plenty, (specific amount)</td>
</tr>
<tr>
<td>abundance</td>
<td>next to</td>
</tr>
<tr>
<td>abutting</td>
<td>allow, agree to</td>
</tr>
<tr>
<td>accede to</td>
<td>speed up</td>
</tr>
<tr>
<td>accelerate</td>
<td>stress</td>
</tr>
<tr>
<td>accentuate</td>
<td>room</td>
</tr>
<tr>
<td>accommodation</td>
<td>go with, with</td>
</tr>
<tr>
<td>accompany</td>
<td>carry out, do</td>
</tr>
<tr>
<td>accomplish</td>
<td>give</td>
</tr>
<tr>
<td>accord (verb)</td>
<td>respect</td>
</tr>
<tr>
<td>accord respect to</td>
<td>given</td>
</tr>
<tr>
<td>accorded</td>
<td>so, thus, and so</td>
</tr>
<tr>
<td>accordingly</td>
<td>add, gain</td>
</tr>
<tr>
<td>accrue</td>
<td>correct, exact, right</td>
</tr>
<tr>
<td>accurate</td>
<td>acknowledge, admit, recognize</td>
</tr>
<tr>
<td>acknowledge and confess</td>
<td>agree</td>
</tr>
<tr>
<td>acquiesce</td>
<td>get</td>
</tr>
<tr>
<td>acquire</td>
<td>added, more, other, extra</td>
</tr>
<tr>
<td>additional</td>
<td>also</td>
</tr>
<tr>
<td>additionally</td>
<td>discuss</td>
</tr>
<tr>
<td>address</td>
<td>you</td>
</tr>
<tr>
<td>addressees</td>
<td>(omit), please</td>
</tr>
<tr>
<td>addressees are requested</td>
<td>next to, near to</td>
</tr>
<tr>
<td>adjacent to</td>
<td>determine/try</td>
</tr>
<tr>
<td>adjudicate</td>
<td>change, alteration</td>
</tr>
<tr>
<td>adjustment</td>
<td></td>
</tr>
</tbody>
</table>
administration of the program
admissible
admit of
advantageous
adversely impact on
advert to
advise
afford
afford an opportunity
afforded
aforementioned
aforesaid

afterwards
aggregate
aid and abet
aircraft
albeit
alienate
all of (the)
alleviate
allocate
along the lines of
along these lines
alternatively
ambit
ameliorate
amongst
an absence of
an adequate number of
an amount of ___
and particularly
___ and/or ___
anent
annexed
anon
annul and set aside
antecedent
anterior to
anticipate
any and all
any security or any part thereof
apparent
appears to have no relevance
applicable
applicant

administered the program
allowed, accepted
allow
helpful
hurt, set back
mention
recommend, tell
give
allow, let
given
named above, mentioned earlier, these
named above, mentioned earlier, already
described
afterward
total
help, assist
plane, jet
although, though, while, as, notwithstanding
transfer, convey
all
ease, reduce
divide
like, as in
similarly, to the same effect, (omit)
or
reach, scope
improve, better, help
among
no, none
enough
___
particularly
___ or ___ or both
about
attached
immediately, right away
annul
previous
before
expect
all, any
all or part of a security
clear, plain
is irrelevant
should apply, which applies
you
application
appreciable
apprehend
appropriate
approximate [ly]
are in mitigation of
arrive at a conclusion
arrive onboard
as a consequence of
as a matter of fact
as a means of
as far as ___ is concerned
as from
as is often the case
as of yet
as per
as per our telephone conversation of this date
as prescribed by
as seem(s) to be the case
as stated previously
as the case may be
as to
as to whether
as well as
as yet
ascertain
assist, assistance
at its discretion
at least as far as ___ is concerned
at present
at that particular time
at that point in time
at the moment
at the place
at the present time
at the time that
at the time when
at this point in time
at this time
at your earliest convenience
attached please find
attain
attains the age of
attempt [as a verb]
attributable to
authorize
use
many
arrest, caught, detain
(omit), proper, right
about
mitigate
conclude
arrive
because of
actually
to
(omit)
on, from
often
yet
per, in accordance with
as we discussed this afternoon
in, under
as it seems to be
(omit)
(reword)
about, of, on, with, for, to, by, in, into
whether
and
yet, thus far
find out, learn
aid, help, support
may, can
(omit)
now
then
then
now, currently
where
now, currently, at present
when
when
now, currently, at present
now, currently, at present
as soon as you can
attached is, I have attached
meet
becomes . . . years old
try
due, because of, because
allow, let
authorized to may
avouched affirmed, admitted, vouched for

<table>
<thead>
<tr>
<th>B</th>
<th>allows basic essentials</th>
<th>essentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>be abusive of abuse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be advised</td>
<td>be beneficial by benefit from</td>
<td></td>
</tr>
<tr>
<td>be decided of decide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be derived from derive from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be desirous of desire, want</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be determinative of determine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be dispositive of dispose of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be in agreement agree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be in attendance attend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be in dispute over dispute, disagree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be in existence exist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be in receipt of have received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be in the exercise of due care exercise due care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be indicative of indicate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be influential on influence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be possessed of possess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be probative of prove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be productive of produce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be promotive of promote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be responsible for must</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be violative of violate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>because of the fact that because</td>
<td></td>
<td></td>
</tr>
<tr>
<td>beg ask</td>
<td></td>
<td></td>
</tr>
<tr>
<td>begin and commence start</td>
<td></td>
<td></td>
</tr>
<tr>
<td>belated late, tardy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>belied lied against, spoken falsely</td>
<td></td>
<td></td>
</tr>
<tr>
<td>beneficial [not in the sense of ownership] useful, helpful</td>
<td></td>
<td></td>
</tr>
<tr>
<td>benefit help</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bestow give, grant, put, place, award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>beverage drink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bring an action against sue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by means of by, with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by reason of because of, because</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by the clear language of under</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by virtue of by, under</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>calculates compute</th>
</tr>
</thead>
<tbody>
<tr>
<td>calculate compute</td>
<td></td>
</tr>
<tr>
<td>calculate out compute, calculate</td>
<td></td>
</tr>
<tr>
<td>cancel cancel</td>
<td></td>
</tr>
</tbody>
</table>
capability
ability
(omit and reword)
case [in the sense of instance]
kind, class, group
cause it to be done
have it done
cause of action
claim
cause to be done
have done, effect
caveat
warning
cease
stop, end
chairman
chair or chairperson
chauffeur
driver
circumstances in which
when, where
(omit)
clearly
near
close proximity
aware, knows
joint
(omit)
comestibles
food, eatables
commence
begin, start
compared with
pay, repay, to make up for, offset
close proximity
than
complete [as a verb]
finish, fill in
compensate
revoke
completely revoke
revoke
comply with
follow
component
form, include, make up
conceal
hide
concerning [the matter of]
considering about, on
conduct an examination of
examine
congressman
member of Congress
consensus of opinion
consensus
consequence
result
consequently
so, as a result, and so
considerable
important, much, significant
consolidate
combine, join, merge
constitutes
is, forms, makes up
contains
has
contiguous to
next to
convene
meet
corporation organized and existing under
the laws of New Jersey
letter
hall
correspondence
lawyer, attorney
corridor
agree
counsel
obscure, mysterious
covenant and agree
(omit), now
cryptic
currently
D
dates back to
decline to accept
dee [and consider]
deemed
dehors the record
delete
demise
demonstrate
depart
description
designate
desire
despite the fact that
determine
determined
did not have support
did not recall
disbursement
disclose
discontinue
disseminate
distribute out
diverse
documentation
does not have
does not include
does not operate to
donate
draw conclusions
due and payable
due to
due to the fact that
duly authorized
duly incorporated
duly signed
during such time as
during the course of
during the period/time that
dwell
dates from
decline
believe, consider, think, find, conclude,
means, includes, judged to be
considered as, is
outside of the record
cut, drop
rent, death, lease, convey
prove, show
leave, go
kind, sort
appoint, choose, name
want, wish
although, even though
decide, figure, find
decided
lacked support
forgot
expenditure, the payment of money
show
drop, stop
give, issue, pass, send
distribute
several, various
documents
lacks
excludes, omits
does not
give
conclude
payable, due
because
due to, because
authorized
included, incorporated
signed
during, while
during, while
during, while
live

E
each ____ apiece
each and every
each
(omit), each, every
early beginnings
beginnings, early days, early times
level
cheap
building
make changes
carry out, do, effect, cause
for example
choose, pick
cut, drop, end
but
but
explain, clarify, expand upon, make clear
stress
use
I have enclosed
meet
result, product, (omit)
try
question
take place, follow
make sure
settle
contract with
negotiated
right
count
“…”
face, confront, contemplate, view
equally
equipment
fair
same, equal
before
set up, prove, show
interest
for example, such as, and so forth
test, check
show(ed), demonstrate(d), prove(d)
clear, (omit)
evidence
show, prove, demonstrate
too many
except
only
except, excluding
signing, signature, completion
exhibit [as a verb]
exhibit resistance
exit [as a verb]
expedite
expeditious
expend
expertise
expiration
explanation of the causes
expressly agree

show, prove, demonstrate
resist
leave
hasten, speed up, hurry, quicken
fast, quick
spend
ability
end
explain why
agree

ease, help, make easier
didn't
showed ___
can be done, workable, possible
women
dissent
move
complete, finish
first
first, second, ...
fit, proper
set
criticize
after
running after
for
while, during
for
to, for [or comparable]
to hold [or comparable infinitive]
because, since, for, to
so, thus
refrain, restrain, refrain from acting
plan
swear falsely, commit perjury
these, this, preceding
to give up, waive, abandon
supervisor or foreperson
give up, lose
immediately, as soon as possible, by
send
fraud
gift
often
from the point of view of
from time to time
function
fundamental
furnish
furthermore

from, for
may, at times
act, role, work
basic
give, send
also, in addition, then, further

G
gainsay
contradict, oppose
general consensus
consensus
give a description
describe
give consideration to
consider
give, devise, and bequeath
bequeath, give

H
has a duty to
must
has a negative impact
hurts, harms
has a requirement for
needs
has knowledge of
know
has no bearing on this case
is irrelevant
has not yet attained
is under
has the capability
can
have knowledge of
know
he is a man who
he
hence
therefore
henceforth
from this time forward, from now on
hereafter
after this . . . takes effect, after, afterwards
hereby
(omit), by means of this document, with
these words, with this action
herein
here, in this document/agreement/ordinance
hereinafter
below, in this document/agreement, starting
from this time, later in this document
hereinbefore
above, in this document/agreement
hereof
of this document/agreement
hereon
on this day
hereo
here to this document/agreement
heretofore
until now, before this . . . takes effect, earlier
in this document, previously, before the time
of writing
hereunder
under this document/agreement, in a later
part of this document
herewith
below, here, with this
hither
here
hitherto
until now, until this time, to this place
hold a discussion
discuss
honest truth
truth
however
but, yet

I
I am of the opinion that
I am not in a position to
I might add
I should add
I should appreciate your advising me
I should further point out
I would add
I would argue that/like to point out
I would ask that you
identical
identify
identify with
i.e.
if and when
ifsoever
imbibe
immediately
impact on
impacted
implead
implement
implicitly
in a case in which
in a collision with
in a timely manner
in accordance with
in addition
in all likelihood
in an effort to
in an ___ manner

in any case
in between
in case [of]
in cases in which

in close proximity
in compliance with your request
in connection with
in every case
in excess of

I think, I believe
I cannot
Please tell me
in addition, additionally
Please
same
find, name, show
agree, understand
that is, namely
if, when
if ever
drink
at once
affect, influence
affected, changed
sue
carry out, start
implicitly
when, where
collide
on time, promptly, timely
by, under, following, per
also, besides, too
probably
to
___ly, e.g., "hastily" instead of "in a hasty manner"
from any perspective, in any event
between
if
when, where [say “whenever” or “wherever”] only when you need to emphasize the exhaustive or recurring applicability of the rule
near
as you asked
with, about, concerning, regarding
always, in every instance
more than, exceeding
in excess of your expectations

in fact
in favor of
in lieu of
in light of the fact that
in many cases
in most cases
in no wise

in order that
in order to
in point of fact
in receipt of
in reference to
in regard(s) to
in relation to
in respect of

in sections 4305 to 4518, inclusive
in some instances
in spite of the fact that

in terms of
in the amount of
in the case of
in the course of

in the event of/that
in the interest of
in the last analysis
in the majority of cases/instances
in the nature of
in the near future
in the process of
in the situation/case in which
in this regard
in this regard it is of significance that
in truth and in fact
in view of
in view of the above
in whole or in part
inasmuch as
inception
includes, but is not limited to,
inclusive of
incumbent upon
indeed
indicate [in the sense of “show”]

indication

higher than you expected

actually

for
instead of, in place of
because, given that
often
usually
by no means, assuredly not.

for, so
to
in fact, actually, (omit)
received
about
about, concerning, on, in
about, with, concerning, towards, to
for, about, to, of

in sections 4305-4518
sometimes
although, even though

in, (omit)

for
when, if (omit)
during, while, in

if
for
(omit)
usually, often
like, similar to, about
shortly, soon

(omit)
when
in addition, additionally

(omit)
in fact
because, due to
so
wholly or partly
since, because
start
includes
including
must, should
in fact
show, suggest, prove, write down, say,
mean, state
sign
individual (noun)
inform
initial
initiate
inquire
inside of
insofar as
insofar as ___ is concerned
instant [as an adjective]
institute
institute legal proceedings against
instrument
inter alia
interface
interpose no objection
interrogate
irregardless
is able to
is applicable to
is authorized [to]
is binding on/upon
is desirous of
is dispositive of
is empowered to
is entitled [in the sense of “has the name”]
is entitled to [in the sense of “has the right”]
is in consonance with
is indebted to
is not … unless
is required to
is responsible for
is unable to
it appears
it has been determined that
it is
it is clear that
it is directed that
it is essential
it is important to add that
it is interesting to note/point out
it is my considered opinion
it is requested
it is respectfully suggested that
it is of significance that
it is submitted that
it is the duty of
person
tell
first
start
ask, question
inside
as, to the extent
(omit and start with subject)
this
begin, start
sue
document
(omit), among others, among other things
meet, work with
don't object
question
regardless
can
applies to
may
binds
wants
disposes of
may
is called
may
agrees with, follows
owes
is … only if
shall, must
(omit), handles
cannot, may not
seems
(omit)
(omit)
(omit), clearly
shall, must
must, need to
additionally, in addition
(omit)
I believe, I think
please, we request, I request
(omit)
(omit)
shall, must
it may be recalled that
it might be said that
it seems
it shall be lawful
it shall be unlawful
it should be noted that
it would appear that

J
jointly and severally
together and separately

K
kind of [in the sense of “sort of”]
rather, something like, somewhat
knowledge and information
(either one)

L
last will and testament
will
law passed
law enacted
less [applied to quantity]
fewer [if it can be counted]
let me take this opportunity to
discussion
liaison
and
limited number
limits
locate
find

M
magnitude
size
maintain
keep, support
majority
most (except for voting)
make a mockery of
(omit), mock
make a decision
decide
make allegations
allege
make an attempt/effort
try
make an accommodation for
accommodate
make an assumption
assume
make an inquiry
inquire, ask
make mention of
mention
make payment
pay
make provision for
provide for
make reference to
refer to
manner
way
many instances/cases/situations
often
maximum
greatest, largest, most
may at all times
may, (omit)
may at any time
may
may not … until
may only … when
not uncomplicated
not unlike
not unreliable
notify
notwithstanding

notwithstanding the fact that
now comes
null and void
numerous

O
objective [noun]
obligate
observe
obviously
obtain
occasion [as a verb]
of an ___ character/nature
of no use
of the one/other part
off of
offer a rebuttal
offer the argument
on a number of occasions
on a ___ basis
on and after July 1, 2013
on behalf of
on grounds that
on his own application
on or about
on or before June 30, 2013
on request
on the basis of
on the contrary
on the ground(s) that
on the other hand
on the part of
operate
optimum
option
or, alternatively
or, in the alternative
orientate
outside of
over

complicated
similar, alike
reliable, generally, often
let know, tell
despite, in spite of, still, however, even
though, yet, but
although, even if, despite
(omit)
void, without legal effect, of no legal effect
many, (actual number)

aim, goal
bind, compel
see, watch
(omit)
get
cause
___ly, (omit)
useless
(omit)
off
rebut
argue
often, sometimes
(omit), ___ly
after June 30, 2013
for
because, (omit)
at his request
on, about
before July 1, 2013
if you ask
by, from, based on
but, so
because, (omit)
(omit), but, so
by
run, use, work
best, greatest, most
choice, way
or
or
orient
outside
more than
overall
oversight [as a verb]
owing to
owing to the fact that

P
paragraph (3) of subsection(b) of section 3252
parameters

participate
particular point in time
particulars

party of the first part
passed [a law]
per annum
per centum
per day
per foot
perfect an appeal
perform
period of time
permit
personally
personnel
perspire
pertaining to
peruse
PIN number
place [as a verb]
plainly
please advise me as to
please furnish me with information
pled
point in time
porcelain
portion
possess
post hoc
potentially
practicable
preclude
preliminary to
pre-owned
preparatory to
presently
preserve

(omit)
oversee
because

section 3252(b)(3)
limits, guidelines, boundaries, criteria, considerations
take part
time, point, now, moment
details

[the party’s name]
adopted
a year
percent
a day
a foot
appeal
do
period, time
let, allow
(omit)
people
sweat
about, of, on
read
PIN
put
(omit)
please tell me
please tell me
pleaded
time, point, now, moment
china
part
have, own
hindsight
potential
practical
prevent
before
used
to prepare for
soon, in a short time
keep
previous
previous to
previously
prior
**prior to**
prioritize
proceed
procure
proffer an argument
proficiency
promulgate
properties
prosecute its business
protagonist
provide
provide a description of
**provided that**
provision of law
proviso
purchase [as a verb]
purport
**pursuant to**

pursuant to the terms of
put in an appearance

**Q**
question as to whether
question of whether
question at issue
quite
quite puzzling

**R**
rate of speed
rather
reach a decision
reach a resolution
read and construed as
read carefully
reason ___ is because
reasonable man
recapitulate
recognizance

earlier
before
earlier
**before**
rank, set priorities, make priorities
do, go ahead, try, go
(omit), obtain, get
argue
skill
issue, publish
property
carry on its business
champion, advocate
give, offer, say
describe
guides
**if, but, except for, except that, however**
law
condition
buy
claim, intend
**under, by, following, per, in accordance with, in conformity with, in response to, in carrying out, as required by**
under
appear

question whether
question whether
issue
(omit), [use a stronger word]
baffling

speed
however
decide
resolve
read
pored over
because
reasonable person
sum up
agreement, promise, bail
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>redound</td>
<td>produce a result, to return.</td>
</tr>
<tr>
<td>refer back</td>
<td>refer</td>
</tr>
<tr>
<td>referred to as</td>
<td>called</td>
</tr>
<tr>
<td>reflect</td>
<td>say, show</td>
</tr>
<tr>
<td>refuse to grant</td>
<td>deny</td>
</tr>
<tr>
<td>regard(ed) as being</td>
<td>regard(ed) as</td>
</tr>
<tr>
<td>regarding</td>
<td>about, of, on</td>
</tr>
<tr>
<td>relate well</td>
<td>see things the same way, have a lot in common</td>
</tr>
<tr>
<td>relating to</td>
<td>about, on</td>
</tr>
<tr>
<td>relative to</td>
<td>about, on</td>
</tr>
<tr>
<td>relocate</td>
<td>move</td>
</tr>
<tr>
<td>remain</td>
<td>stay</td>
</tr>
<tr>
<td>remainder</td>
<td>rest</td>
</tr>
<tr>
<td>remand back</td>
<td>remand</td>
</tr>
<tr>
<td>remunerate [ion]</td>
<td>pay, payment</td>
</tr>
<tr>
<td>render [in the sense of “cause to be”]</td>
<td>make</td>
</tr>
<tr>
<td>render [in the sense of “give”]</td>
<td>give</td>
</tr>
<tr>
<td>render assistance</td>
<td>help</td>
</tr>
<tr>
<td>repeat again</td>
<td>repeat</td>
</tr>
<tr>
<td>represents</td>
<td>is</td>
</tr>
<tr>
<td>request [verb]</td>
<td>ask</td>
</tr>
<tr>
<td>require(ment) [in the sense of “need”]</td>
<td>must, need</td>
</tr>
<tr>
<td>requirement [in the sense of “law”]</td>
<td>rule</td>
</tr>
<tr>
<td>reside(nce)</td>
<td>live, dwell, house</td>
</tr>
<tr>
<td>residue</td>
<td>the rest, part that remains (omit)</td>
</tr>
<tr>
<td>respective(ly)</td>
<td>answer</td>
</tr>
<tr>
<td>respond</td>
<td>keep</td>
</tr>
<tr>
<td>retain</td>
<td>go to bed</td>
</tr>
<tr>
<td>retire [for the evening]</td>
<td>revenue</td>
</tr>
<tr>
<td>revenues</td>
<td>human rights</td>
</tr>
<tr>
<td>rights of man</td>
<td>rules, regulations</td>
</tr>
<tr>
<td>rules and regulations</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>the, this, that, these, those</td>
</tr>
<tr>
<td>said [as an adjective referring to a particular person or thing already referred to]</td>
<td>it, them</td>
</tr>
<tr>
<td>same [as a pronoun referring to a particular person or thing already referred to]</td>
<td></td>
</tr>
<tr>
<td>save [in the sense of “except”]</td>
<td></td>
</tr>
<tr>
<td>sayeth</td>
<td></td>
</tr>
<tr>
<td>selection</td>
<td></td>
</tr>
<tr>
<td>segregate out</td>
<td></td>
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<tr>
<td>separate out</td>
<td></td>
</tr>
<tr>
<td>set forth in</td>
<td></td>
</tr>
<tr>
<td>severally</td>
<td></td>
</tr>
</tbody>
</table>
shall
should you wish
show deference
sign a contract (with)
similar to
solicit
some instances/cases/situations
sort of
specified [in the sense of “expressly mentioned”]
state [as a verb]
State of Texas
state-of-the-art
stipulates
strategize
student body
subject
subject to
subject to exemption
submit
submit an application
submitted documentation
**subsequent**(ly) [to]
substantial
substantiate
successfully complete
**such [as an adjective referring to a particular person or thing already referred to]**
such other
suffer [in the sense of “permit”]
sufficient [number of]
summon

must, will, may
if you want
defer
contract (with)
like
ask for, request
sometimes
rather, something like, somehow
named
say, remark
Texas
latest
says
plan
students
the, this, your
if, as long as
exempt
give, send
apply
documented
**later, next, after, then, afterwards**
large, much
prove
complete, pass
**the, this, that, these, those**
another
permit
enough
send for, call

T
take action to
take into consideration
takes the position
terminate, termination
terms and conditions
than was formerly the case/situation
that is to say
that was a situation/instance/case in which
the case at bar
the Congress
the course of
the fact is
the fact of the matter is

(omit), act
consider
claims
end, stop, fire
terms
(omit), now
in other words
there
this case
Congress
(omit)
actually, (omit)
actually
the fact that
the instant case
the judge .... he
the manner in which
the month of
the particular individual
the parties expressly agree
the question as to whether
the reason...is because/due to/that
the reason being that
the same
the totality of
the truth is
the undersigned
the use of
there are
there is
there are
there is
thereafter
thereby
therefore
therein
thereinbefore
thereinto
thereof
thereon
therewith
this case is a novel one
this is a case/topic that
this is in reply to your letter of
this is to acknowledge your letter dated
thitherward
thus
time is of the essence

time period
timely
to be sure
to be violative of
to have and to hold
to the effect that
to wit
took advantage of
towards
transfer and assign

that
this case
the judge .... the judge
how
(omit)
[Name]
___ and ___ agree
the question whether, whether
(reword)
because
it, them
all
actually, (omit)
I
(omit)
(omit)
(omit)
after, afterwards, later
by, by the [document]
thus, so, as a result
there, in, in the [document], in it, in them,
inside
before, previously
into, that, it
its, their
thereupon
thereupon, forthwith
this novel case
this case/topic
I write to respond to your letter dated
I write to respond to your letter dated
therefore
toward it, in that direction
therefore
time is critical, if X cannot perform by a Y
date, Z may terminate the contract and
clause A will apply
time, period
prompt
of course
violate
to have, to possess, own
that
:. namely, that is to say, (omit)
preyed
toward
transfer, sell, give
transmit
transmittal
transpire
true facts
try an experiment
try and
type (or type of)

send
sent
happen, occur
facts
experiment
try to
(omit), rather, something like

U
under date of
under the provisions of
unexpected surprise
unto
until such time as
upon
upon written request
used for ____ purposes
usual habits
utilize, utilization [in the sense of “use”]
on, dated
under
surprise
to, onto, upon
until
on
when you ask in writing
used for ____
habits
use

V
valid license
validate
variation
various different
vendee
verbal exchange
verbatim
very
very angry
via
viable
vice
visualize
viz.

license
confirm
change
various, different
buyer, purchaser
conversation
word for word
(omit), [use a stronger word]
enraged
through, by
practical, workable
instead of, versus
see
; namely, that is to say

W
warrant
was aware
we are in receipt of
whatsoever
whenever
whencesoever
whereagainst
whereas
whereby

call for, permit
knew
we’ve received
what
when
from whatever place or source
against which
because, although, while
by which, by means of which, through
wherefore
whereinsoever
whereinto
whereof
whereon
whereout
wherethrough
whereuntil
whereupon
whelكثر

**whether or not**
whichsoever
whither
whithersoever
whitherward
wholly or partially
whomsoever
whosoever
will you be good enough to
with the minimum of delay
with a view to
with certain knowledge
with reference to

**with regard to**
with respect to
with the exception of
with the object of changing [or other gerund]
with the result that
within or without the United States
without prejudice

witnessed
witnesseth
workman

Y
you are requested
your attention is drawn
your office

which, in accordance with which, with the help of which, how, by which, as a result of which
why
in whatever respect or place
into which, into what
of what
on what
out of which
through which, through the agency of
to what
at, after, then, when
with what

**whether**
every one that
to what place
to any place
toward what, toward which place
in whole, wholly, in part, partially
everyone who, whomever
everyone who, whoever
please
quickly, [or say when]
to, to try to, by, from
knowing
about, for, concerning

**about, for, on**
on, about, for, concerning
except for, excepting
to change [or comparable infinitive]
so that
inside or outside the United States
not meant to be used as evidence, without
preventing the filing of another lawsuit
saw
(omit)
worker

please
please see, please note
you
Preferred Substitutes for and Definitions of Foreign Phrases

I recommend you consider replacing the phrases in the left column with the phrases in the right column. Some of the phrases in the right column are definitions instead of synonyms.

<table>
<thead>
<tr>
<th>The foreign term/Don’t say</th>
<th>The definition/Say</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>a fortiori</td>
<td>with a stronger reason</td>
</tr>
<tr>
<td>a priori</td>
<td>from the cause to the effect; an argument based on a previous event</td>
</tr>
<tr>
<td>ab initio</td>
<td>from the beginning</td>
</tr>
<tr>
<td>absque hoc</td>
<td>but for this, without this</td>
</tr>
<tr>
<td>actus reus</td>
<td>wrongful act</td>
</tr>
<tr>
<td>ad damnum</td>
<td>“to the damage”</td>
</tr>
<tr>
<td>ad hoc</td>
<td>“for this”; for a specific purpose, case, or situation</td>
</tr>
<tr>
<td>ad hominem</td>
<td>“to the person”; an attack on a person’s character</td>
</tr>
<tr>
<td>ad infinitum</td>
<td>forever, limitless</td>
</tr>
<tr>
<td>ad litem</td>
<td>“for the lawsuit”; a representative for a person who cannot represent himself</td>
</tr>
<tr>
<td>ad valorem</td>
<td>according to value</td>
</tr>
<tr>
<td>adjournment sine die</td>
<td>an adjournment without setting a date for the next meeting</td>
</tr>
<tr>
<td>alter ego</td>
<td>a second self, a second identity within a person</td>
</tr>
<tr>
<td>amicus curiae</td>
<td>“friend of the court”; a person who is allowed to appear in a lawsuit (usually by filing a brief) even though he is not a party</td>
</tr>
<tr>
<td>ante</td>
<td>“before”</td>
</tr>
<tr>
<td>arguendo</td>
<td>for the sake of argument</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>bona fide</td>
<td>sincere, genuine, in good faith, honest</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>carte blanche</td>
<td>unconditional authority, complete discretion</td>
</tr>
<tr>
<td>casus belli</td>
<td>an event that causes or justifies a war</td>
</tr>
<tr>
<td>caveat</td>
<td>“let him beware”; warning</td>
</tr>
<tr>
<td>caveat emptor</td>
<td>“let the buyer beware”</td>
</tr>
<tr>
<td>certiorari</td>
<td>“to make sure”; a writ from a higher court commanding a lower court to forward the record of the case</td>
</tr>
<tr>
<td>cestui que trust</td>
<td>“he who benefits”; beneficiary of a trust</td>
</tr>
<tr>
<td>child en ventre sa mere</td>
<td>fetus, unborn child</td>
</tr>
<tr>
<td>Word</td>
<td>Meaning</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>circa</td>
<td>about a contract of personal services between a landlord and his men.</td>
</tr>
<tr>
<td>comitatus</td>
<td>having a sound mind, sane</td>
</tr>
<tr>
<td>consortium</td>
<td>companionship, love and affection and intimacy between husband and wife</td>
</tr>
<tr>
<td>contra</td>
<td>against; used in case citations to indicate that the cited source directly contradicts the point being made</td>
</tr>
<tr>
<td>corpus juris</td>
<td>“body of law”; the complete collection of laws from a particular jurisdiction or court</td>
</tr>
<tr>
<td>corpus delicti</td>
<td>“the body of the crime”; material evidence in a crime</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>damnum absque injuria</td>
<td>“loss without injury”; damage without violation of a legal right</td>
</tr>
<tr>
<td>de facto</td>
<td>“in fact”; in reality, in effect, actual, existing, whether or not lawfully</td>
</tr>
<tr>
<td>de jure</td>
<td>“of right”; according to law, lawful, rightful entitlement or claim, legitimate</td>
</tr>
<tr>
<td>de minimis</td>
<td>small, unimportant</td>
</tr>
<tr>
<td>de novo</td>
<td>anew, new, from the start</td>
</tr>
<tr>
<td>decree nisi</td>
<td>A provisional decision of a court that does not take effect until a condition is met</td>
</tr>
<tr>
<td>defalcation</td>
<td>misappropriation of or failure to account for funds by one entrusted with them</td>
</tr>
<tr>
<td>delict</td>
<td>a person who causes injury to another is liable</td>
</tr>
<tr>
<td>dicta</td>
<td>a digression; a judge’s views on a case that are not necessary to reach the decision</td>
</tr>
<tr>
<td>dictum</td>
<td>formal pronouncement from an authoritative source</td>
</tr>
<tr>
<td>dramatis personae</td>
<td>list of main characters</td>
</tr>
<tr>
<td>duces tecum</td>
<td>“bring with you”; command to bring requested documents</td>
</tr>
<tr>
<td>E</td>
<td></td>
</tr>
<tr>
<td>e pluribas unum</td>
<td>“out of many, one” “one from many”; motto on coins that suggests that many states formed one nation</td>
</tr>
<tr>
<td>ejusdem or ejusdem generis</td>
<td>of the same kind or nature</td>
</tr>
<tr>
<td>en banc</td>
<td>“as a full bench” the principle that bars a person from denying or alleging a certain fact due to that party’s previous conduct, allegation, or denial.</td>
</tr>
</tbody>
</table>
et alli (et al.)  “and others”
et cetera (etc.)  “and other things”
et seq.  “and the following” ones
et ux  “and wife”
ex contractu  “from a contract”; a lawsuit based on a contract
ex delicto  “from wrongdoing”; a lawsuit based on a tort or crime
ex hypothesi by hypothesis, hypothetically
ex officio something done because a person holds an office or position.
ex parte from or on one side only, with the other side absent or unrepresented
ex patriate a person who has abandoned his country of origin and has become a citizen of another country
ex post facto  “after the event”, retrospectively
ex post facto law a retroactive law
ex rel  “on relation”; on behalf of
exempli gratia (e.g.) “for example”
expressio unius est exclusio alterius The express mention of one thing excludes all others
extant existing
ferae naturae “of wild nature”; wild animals who do not belong to anyone

F
fiat  “let it be done”; warrant issued by a judge
forum non conveniens “inconvenient court”; a court refuses to hear a particular case because a more appropriate forum exists for the issue

G
gift causa mortis gift given by reason of the donor’s immediate perception that he was dying
gravamen The basic gist or “heart” of a charge or complaint
guardian ad litem An independent party appointed in a dispute to represent parties that cannot represent themselves

H
habeas corpus “you have the body”; court order to bring a person before the court
<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ibid.</td>
<td>in the same place</td>
</tr>
<tr>
<td>id.</td>
<td>the same thing</td>
</tr>
<tr>
<td>idem (id.)</td>
<td>the same source, but not necessarily the same page or location</td>
</tr>
<tr>
<td>id est (i.e.)</td>
<td>“that is”</td>
</tr>
<tr>
<td>imprimatur</td>
<td>“let it be printed”; authorization for a document to be printed</td>
</tr>
<tr>
<td>in absentia</td>
<td>in a person’s absence</td>
</tr>
<tr>
<td>in camera</td>
<td>“in chambers”; in private, no spectators allowed</td>
</tr>
<tr>
<td>in curia</td>
<td>in court</td>
</tr>
<tr>
<td>in esse</td>
<td>in being; now existing</td>
</tr>
<tr>
<td>in flagrante delicto</td>
<td>red-handed, in the act</td>
</tr>
<tr>
<td>in forma pauperis</td>
<td>“as a pauper”; someone unable to afford the costs associated with a legal proceeding.</td>
</tr>
<tr>
<td>in foro conscientiae</td>
<td>in the forum of conscience</td>
</tr>
<tr>
<td>in futuro</td>
<td>in the future</td>
</tr>
<tr>
<td>in haec verba</td>
<td>verbatim, in these words</td>
</tr>
<tr>
<td>in limine</td>
<td>A motion to a judge that is heard and considered outside the presence of the jury.</td>
</tr>
<tr>
<td>in loco parentis</td>
<td>in the place of a parent</td>
</tr>
<tr>
<td>in omnibus</td>
<td>in all, in every respect</td>
</tr>
<tr>
<td>in pari delicto</td>
<td>both parties are equally at fault</td>
</tr>
<tr>
<td>in pari materia</td>
<td>similar laws applying to the matter are used to interpret a vague one</td>
</tr>
<tr>
<td>in pari passu</td>
<td>equally, without preference, in equal</td>
</tr>
<tr>
<td>in personam</td>
<td>refers to a judgment, lawsuit, or subpoena directed at a specific named individual</td>
</tr>
<tr>
<td>in re</td>
<td>“In the matter of”</td>
</tr>
<tr>
<td>in rem jurisdiction</td>
<td>the power a court may exercise over real or personal property or a &quot;status&quot;</td>
</tr>
<tr>
<td>in situ</td>
<td>in position, left in place</td>
</tr>
<tr>
<td>in terrorem clause</td>
<td>“In threat”; A clause in a will that threatens any party who contests the will with being disinherited</td>
</tr>
<tr>
<td>in toto</td>
<td>completely, as a whole, entirely</td>
</tr>
<tr>
<td>indicia</td>
<td>indications or signs that make certain facts probable</td>
</tr>
<tr>
<td>infra</td>
<td>below or under, within, later in the book</td>
</tr>
<tr>
<td>innuendo</td>
<td>an intimation about someone or something</td>
</tr>
<tr>
<td>instanter</td>
<td>instantly</td>
</tr>
<tr>
<td>inter alia</td>
<td>“among other things”</td>
</tr>
<tr>
<td>inter sese</td>
<td>“among themselves”</td>
</tr>
<tr>
<td>inter vivos</td>
<td>“between the living”; a gift between the living</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ipse dixit</td>
<td>“he himself said it”; assertion given undue weight solely due to the person making the assertion</td>
</tr>
<tr>
<td>ipsissima verba</td>
<td>the very same words</td>
</tr>
<tr>
<td>ipso facto</td>
<td>“by the fact itself”; therefore, by that very fact</td>
</tr>
<tr>
<td>ipso jure</td>
<td>by operation of law</td>
</tr>
<tr>
<td>J</td>
<td>the part of an affidavit about where, when, and before whom it was sworn to</td>
</tr>
<tr>
<td>jurat</td>
<td>by right, under legal authority</td>
</tr>
<tr>
<td>jure</td>
<td>the law or a legal right</td>
</tr>
<tr>
<td>jus</td>
<td>the legal authority to wage war</td>
</tr>
<tr>
<td>jus ad bellum</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>unreasonable delay in asserting a claim or right</td>
</tr>
<tr>
<td>laches</td>
<td></td>
</tr>
<tr>
<td>lex causae</td>
<td>law of the cause</td>
</tr>
<tr>
<td>lex fori</td>
<td>law of the forum</td>
</tr>
<tr>
<td>lex loci</td>
<td>“law of the place”</td>
</tr>
<tr>
<td>lex loci contractus</td>
<td>law of the place where the contract is made</td>
</tr>
<tr>
<td>lex loci delecti</td>
<td>the place of the wrong</td>
</tr>
<tr>
<td>lex non scripta</td>
<td>unwritten law; the common or custom law</td>
</tr>
<tr>
<td>lex scripta</td>
<td>written law; statutes.</td>
</tr>
<tr>
<td>lex situs</td>
<td>a rule that selects the applicable law based on the location of something.</td>
</tr>
<tr>
<td>lingua franca</td>
<td>A language spoken by all in an area, even if not the mother tongue</td>
</tr>
<tr>
<td>lis pendens</td>
<td>a dispute or matter which is the subject of ongoing or pending litigation</td>
</tr>
<tr>
<td>locus</td>
<td>place</td>
</tr>
<tr>
<td>locus delicti</td>
<td>scene where wrongdoing took place</td>
</tr>
<tr>
<td>M</td>
<td>bad faith</td>
</tr>
<tr>
<td>male fide</td>
<td>“wrong in and of itself”; morally wrong</td>
</tr>
<tr>
<td>malem in se</td>
<td>“prohibited evil”; prohibited by a law</td>
</tr>
<tr>
<td>malum prohibitum</td>
<td>“we command”; a writ issued by a higher court to a government official or court that orders performance of some duty or act</td>
</tr>
<tr>
<td>mandamus</td>
<td>“I am guilty”</td>
</tr>
<tr>
<td>mea culpa</td>
<td>guilty mind, wrongful purpose</td>
</tr>
<tr>
<td>mens rea</td>
<td>“method of operating”</td>
</tr>
<tr>
<td>modus operandi</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>mortis causa</td>
<td>“in thinking about approaching death”; gift made after death</td>
</tr>
<tr>
<td>mutatis mutandi</td>
<td>after making the necessary changes in detail</td>
</tr>
<tr>
<td>N</td>
<td></td>
</tr>
<tr>
<td>nihil dicit</td>
<td>“he says nothing”; a judgment rendered when one party does not cooperate in the proceedings</td>
</tr>
<tr>
<td>nisi</td>
<td>“unless”; a decree that does not take effect unless one or more conditions are met.</td>
</tr>
<tr>
<td>nisi prius</td>
<td>unless, before. More commonly, a civil jury trial</td>
</tr>
<tr>
<td>nolle prosequi</td>
<td>no prosecution</td>
</tr>
<tr>
<td>nolo contendere</td>
<td>“I will not contest it”; a plea where the defendant neither admits nor denies the charge, but does not contest it</td>
</tr>
<tr>
<td>non compositis mentis</td>
<td>insane, mentally incompetent</td>
</tr>
<tr>
<td>non est factum</td>
<td>“not his deed”</td>
</tr>
<tr>
<td>non obstante veredicto</td>
<td>“notwithstanding the verdict”</td>
</tr>
<tr>
<td>non sequitur</td>
<td>“it does not follow”</td>
</tr>
<tr>
<td>nota bene</td>
<td>“note well”; cautioning of or qualifying the main text</td>
</tr>
<tr>
<td>nunc pro tunc</td>
<td>“now for then”; a court order that corrects a procedural or clerical error</td>
</tr>
<tr>
<td>O</td>
<td></td>
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<tr>
<td>obiter dictum</td>
<td>a judge’s incidental opinion, which is not binding</td>
</tr>
<tr>
<td>onus</td>
<td>the burden</td>
</tr>
<tr>
<td>onus probandi</td>
<td>burden of proof</td>
</tr>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td>parens patriae</td>
<td>“parent of the nation”; the power of the State to act as parent to a child when the parents are unable or unwilling</td>
</tr>
<tr>
<td>pendente lite</td>
<td>“pending the suit”; a case in progress; court order that provides relief until the final judgment is rendered.</td>
</tr>
<tr>
<td>per</td>
<td>by, through, by means of, during</td>
</tr>
<tr>
<td>per annum</td>
<td>“by the year, yearly”</td>
</tr>
<tr>
<td>per capita</td>
<td>“by the head”; dividing money equally according to the number of persons</td>
</tr>
<tr>
<td>per curiam</td>
<td>“by the court”; a unanimous decision by a multi-judge court where no judge credited with authoring the opinion</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>per diem</td>
<td>daily, by the day</td>
</tr>
<tr>
<td>per se</td>
<td>“by itself”; as a matter of law, inherently</td>
</tr>
<tr>
<td>per stirpes</td>
<td>“by roots”; each branch of the family receives an equal share</td>
</tr>
<tr>
<td>persona non grata</td>
<td>“unwelcome person”; a country expels a diplomat because he is not welcome</td>
</tr>
<tr>
<td>posse commitatus</td>
<td>“the power of the state”; a body of armed citizens pressed into service by legal authority to keep the peace or pursue a fugitive</td>
</tr>
<tr>
<td>post hoc</td>
<td>“after this”</td>
</tr>
<tr>
<td>post mortem</td>
<td>“after death”; an autopsy or an investigation of an event after it occurred</td>
</tr>
<tr>
<td>précis</td>
<td>summary, outline</td>
</tr>
<tr>
<td>prima facie</td>
<td>at first appearance, on the face of it, at face value, at first sight, presumably</td>
</tr>
<tr>
<td>prima facie case</td>
<td>a case that is supported by enough evidence to indicate that the claims within are true in the absence of any rebuttal.</td>
</tr>
<tr>
<td>primogeniture</td>
<td>“first offspring”; the custom that the first born inherits the parents’ entire estate for, in favor of</td>
</tr>
<tr>
<td>pro</td>
<td>“for the public good”; professional work done for free</td>
</tr>
<tr>
<td>pro bono publico</td>
<td>done or produced as a matter of form, done as a formality</td>
</tr>
<tr>
<td>pro forma</td>
<td>“for this turn”; a lawyer who is allowed to participate in a specific case, despite being in a jurisdiction in which he has not been admitted</td>
</tr>
<tr>
<td>pro rata</td>
<td>proportionately, by percentage</td>
</tr>
<tr>
<td>pro se</td>
<td>“for himself”; representing oneself without counsel</td>
</tr>
<tr>
<td>pro tanto</td>
<td>for that much; a partial payment of a claim, based on the defendant’s ability to pay for the time being, temporarily</td>
</tr>
<tr>
<td>pro tempore</td>
<td>“proper person”; representing oneself without a lawyer’s services</td>
</tr>
<tr>
<td>propria persona</td>
<td>An act from which an injury results as a natural, direct, uninterrupted consequence and without which the injury would not have occurred</td>
</tr>
<tr>
<td>proximate cause</td>
<td>“which; as”; in the capacity of</td>
</tr>
<tr>
<td>quantum</td>
<td>“how much”; quantity</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>quantum meruit</td>
<td>“as much as it deserves”; the doctrine by which the law infers a promise</td>
</tr>
<tr>
<td></td>
<td>to pay a reasonable amount for labor and materials furnished</td>
</tr>
<tr>
<td>quasi</td>
<td>“as if”; being similar to something, without actually being that thing.</td>
</tr>
<tr>
<td>qui tam</td>
<td>filing a suit in the name of the government and receiving a percentage of</td>
</tr>
<tr>
<td></td>
<td>any amount awarded</td>
</tr>
<tr>
<td>quid pro quo</td>
<td>“this for that”; an equal exchange</td>
</tr>
<tr>
<td>quo warranto</td>
<td>“by what warrant?”; a writ that requests that an official show by what</td>
</tr>
<tr>
<td></td>
<td>legal right he is exercising a power</td>
</tr>
<tr>
<td>R</td>
<td>“reason for the decision”</td>
</tr>
<tr>
<td>ratio decidendi</td>
<td>“thing, matter, issue, affair”</td>
</tr>
<tr>
<td>res</td>
<td>a thing abandoned</td>
</tr>
<tr>
<td>res derelict</td>
<td>“things done”; refers either to the complete act of a felony</td>
</tr>
<tr>
<td>res gestae</td>
<td>statements given that may be exempt from hearsay rules</td>
</tr>
<tr>
<td>res integra</td>
<td>an undecided question, a case of first impression</td>
</tr>
<tr>
<td>res ipsa loquirit</td>
<td>“the thing speaks for itself”; it goes without saying; in tort law, when</td>
</tr>
<tr>
<td></td>
<td>no proof of what caused the harm, but only one reasonable explanation</td>
</tr>
<tr>
<td>res judicata</td>
<td>the thing has already been adjudicated</td>
</tr>
<tr>
<td>res nova</td>
<td>an undecided question, a case of first impression</td>
</tr>
<tr>
<td>respondeat superior</td>
<td>“let the master answer”; the concept that an employer is responsible for</td>
</tr>
<tr>
<td></td>
<td>the actions of its employees</td>
</tr>
<tr>
<td>retraxit</td>
<td>a withdrawal of a legal action.</td>
</tr>
<tr>
<td>rex non potest peccare</td>
<td>“the king can do no wrong”</td>
</tr>
<tr>
<td>rex nunquam moritur</td>
<td>“the king never dies”</td>
</tr>
<tr>
<td>S</td>
<td>“knowingly”; fully aware of committing a bad act</td>
</tr>
<tr>
<td>scienter</td>
<td>“let them know”; a writ directing a local official to officially inform</td>
</tr>
<tr>
<td></td>
<td>a person of official proceedings concerning the person</td>
</tr>
<tr>
<td>scire facias</td>
<td>“in series”; hearing matters in a specific order</td>
</tr>
<tr>
<td>seriatim</td>
<td>“thus was it written”</td>
</tr>
<tr>
<td>sic erat scriptum (“sic”)</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>simpliciter</td>
<td>simply, summarily, taken alone</td>
</tr>
<tr>
<td>sine die</td>
<td>“without day”; postponed indefinitely</td>
</tr>
<tr>
<td>sine qua non</td>
<td>“without which, nothing”; an indispensable condition, a prerequisite</td>
</tr>
<tr>
<td>situs</td>
<td>“the place”; refers to laws specific to the location, or where an offense or tort occurred</td>
</tr>
<tr>
<td>stare decisis</td>
<td>“the decision stands”; a judge’s duty to follow a precedent.</td>
</tr>
<tr>
<td>status quo</td>
<td>the current state of affairs</td>
</tr>
<tr>
<td>status quo ante</td>
<td>the state of affairs that existed previously</td>
</tr>
<tr>
<td>strictissimi juris</td>
<td>the strictest letter of the law</td>
</tr>
<tr>
<td>stricti juris</td>
<td>of the strict right of law</td>
</tr>
<tr>
<td>sua sponte</td>
<td>“of its own accord”; action taken by the court or official body without a party’s request</td>
</tr>
<tr>
<td>sub judice</td>
<td>pending judgment</td>
</tr>
<tr>
<td>sub nomine</td>
<td>“under the name”; indicates that the official name of a case changed during the proceedings</td>
</tr>
<tr>
<td>sub silentio</td>
<td>“under silence”; a court decision made without specifically stating the ruling, order, or action.</td>
</tr>
<tr>
<td>sub suo periculo</td>
<td>at one’s own peril</td>
</tr>
<tr>
<td>subpoena</td>
<td>“under penalty”; a writ compelling testimony, the production of evidence, or other action, under penalty for failure to do so</td>
</tr>
<tr>
<td>subpoena duces tecum</td>
<td>“bring with you under penalty”; an order compelling a person to produce physical evidence in a proceeding</td>
</tr>
<tr>
<td>sui generis</td>
<td>“of its own kind/genus”; something that is unique</td>
</tr>
<tr>
<td>sui juris</td>
<td>“of full age and capacity”</td>
</tr>
<tr>
<td>supersedeas</td>
<td>“refrain from”; a bond given by an appellant as surety to the court, requesting a delay of payment for awards or damages granted, pending the outcome of the appeal</td>
</tr>
<tr>
<td>supra</td>
<td>“above”; refers to a previously cited source</td>
</tr>
<tr>
<td>trial de novo</td>
<td>“trial anew”; a completely new trial of a matter previously judged</td>
</tr>
</tbody>
</table>
U
ultra petita  
beyond that which is sought
ultra vires  
“beyond the power”; outside one's 
jurisdiction, beyond one’s authority
usufruct  
the rights to the product of another’s 
property.

V
vacatur  
To set aside a judgment.
vel non  
“or not”; or the lack of (if, then); used when 
considering if an situation exists or not
veto  
“I forbid”; a person’s power to prevent an 
action
vice versa  
“the other way around”; conversely, the 
order reversed; something that is the same 
either way
vide  
“see”; refers the reader to another location
viva voce  
by voice
viz.  
“namely”; to wit, that is to say
voir dire  
“to speak the truth”; preliminary questions 
of a witness or a juror by a judge or counsel
volenti non fit injuria  
“to one who is willing, no harm is done”

Types of Transition Words

You can improve your writing by choosing the appropriate transition words for your 
document.

When introducing a main reason: primarily, most important, just as important, more 
importantly, what’s more, importantly

When introducing a cause: because, since, when.

When introducing a result (cause and effect): so, as a result, thus, therefore, accordingly, then, 
consequently, as a consequence, conclusively, in conclusion, inevitably, hence, because, because of, since, as, thereby, due to, leading to, owing to.

When comparing: likewise, similarly, in the same way, as, like, similar to.

When contrasting in expectation: however, still, nevertheless, nonetheless, yet, but, 
unfortunately, surprisingly, ideally, apparently, originally, on the contrary, although, even 
though, though, despite, despite the fact, despite of, in spite of, besides, even so, so.

When contrasting in comparison: in contrast, by contrast, on the one hand, on the other hand, 
conversely, whereas, while, unlike, but, so.
**When contrasting in action:** instead, instead of.

**When emphasizing or pressing a point:** in fact, indeed, of course, moreover, as a matter of fact, that is, essentially, interestingly, fortunately, inevitably

**When conceding or qualifying:** granted, of course, to be sure, admittedly, though, even though, although, even if, at least.

**When confirming:** typically, usually, traditionally, normally, naturally, clearly, plainly, in accordance with, confirms.

**When explaining a sentence:** that is, then, earlier, previously, meanwhile, simultaneously, now, until now, no sooner, eventually, finally, in the end.

**When continuing an explanation:** in this context, in this connection, in this respect, in this perspective, here, with.

**When placing a condition:** in that case, otherwise, now, given, if, provided that, when, while, until, as long as, now that, once that.

**When placing no condition:** regardless, despite, even though.

**When generalizing:** in general, generally, generally speaking, in a broader context, in a broader perspective.

**When specializing:** in particular, particularly, specifically.

**When reintroducing:** regarding, for, in connection with, focusing on, with respect to.

**When adding a point:** also, and, in addition, besides, what is more, similarly, further, nor, likewise, moreover, furthermore, additionally, besides, with.

**When sequencing or ordering ideas:** First,…Second,…Third,…finally, last, then, next, now, continuing, further, before, after.

**When giving an example:** for instance, for example, for one thing, for another thing, likewise, another, as shown by, as exemplified by, as illustrated by, be it, like, such as, e.g.

**When clarifying or restating:** in other words, that is, in short, put differently, again, this means, put another way, again, to sum up, in summary, summing up, i.e.

**When summing up:** to summarize, to sum up, to conclude, in conclusion, in short.

**When coordinating two ideas:** although/yet, both/and, either/or, if/then, just as/so, neither/nor, not/but, not only/but also, not only/but . . . as well, when/then, where/there.
Absolutes and Weak Intensifiers

Do not use weak intensifiers to modify absolutes.

Absolutes

Absolute
Complete
Dead
Entirely
Equal
Essential
Eternal
Fatal
Final
Finite
Identical
Immortal
Imperative
Indispensable
Infinite
Irrevocable
Mortal
Opposite
Perfect
Pregnant
Round
Square
Straight
Supreme
Total
Unanimous
Unique
Universal
Virgin

Weak Intensifiers

Barely
Extremely
Fairly
Moderately
Quite
Rather
So
Somewhat
Surely
Ways to Develop Paragraphs

<table>
<thead>
<tr>
<th>Pattern</th>
<th>Common Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chronology</td>
<td>narration</td>
</tr>
<tr>
<td>Assertion then details (give examples)</td>
<td>argument, exposition</td>
</tr>
<tr>
<td>Data then conclusion</td>
<td>exposition, narration</td>
</tr>
<tr>
<td>Particulars organized spatially, by topic, or in order of appearance</td>
<td>description (using five senses)</td>
</tr>
<tr>
<td>Cause and effect</td>
<td>argument, narration, exposition</td>
</tr>
<tr>
<td>Process (explain step-by-step)</td>
<td>narration, exposition</td>
</tr>
<tr>
<td>Likeness, analogy</td>
<td>argument, exposition</td>
</tr>
<tr>
<td>Compare and contrast</td>
<td>argument, exposition</td>
</tr>
<tr>
<td>Definition (define term, concept, or idea)</td>
<td>exposition</td>
</tr>
<tr>
<td>Division (divides subject into its essential parts)</td>
<td>exposition</td>
</tr>
<tr>
<td>Classification (groups related ideas)</td>
<td>exposition</td>
</tr>
<tr>
<td>Evaluation (establish criteria first, then persuade)</td>
<td>argument, exposition</td>
</tr>
</tbody>
</table>

Organizing Arguments

1. Statement of the issues.
2. Assemble the evidence, issue by issue, starting with most important
3. Examination of the credibility of the evidence.
4. Analysis of the credible evidence
5. Evaluation of conflicting evidence
6. Conclusion
# Types of Contract and Ordinance Language

<table>
<thead>
<tr>
<th>Type of Language</th>
<th>Affirmative/ Present/ Negative Future Verb</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement</td>
<td>agree</td>
<td>Parties agree as follows…</td>
</tr>
<tr>
<td>Performance</td>
<td>affirmative present verb</td>
<td>City purchases…</td>
</tr>
<tr>
<td></td>
<td>negative present is not + verb</td>
<td>City is not purchasing…</td>
</tr>
<tr>
<td></td>
<td>future will be deemed</td>
<td>City will be deemed to accept…</td>
</tr>
<tr>
<td>Obligation</td>
<td>shall</td>
<td>Official shall issue…</td>
</tr>
<tr>
<td></td>
<td>shall cause</td>
<td>City shall cause manager…</td>
</tr>
<tr>
<td></td>
<td>shall permit</td>
<td>Firm shall permit City to…</td>
</tr>
<tr>
<td></td>
<td>is entitled to</td>
<td>Firm is entitled to license…</td>
</tr>
<tr>
<td></td>
<td>must</td>
<td>Application must be in writing.</td>
</tr>
<tr>
<td>Discretion</td>
<td>affirmative may is not required to</td>
<td>Official may inspect records…</td>
</tr>
<tr>
<td></td>
<td>negative</td>
<td>City is not required to…</td>
</tr>
<tr>
<td>Prohibition</td>
<td>may not</td>
<td>Firm may not build…</td>
</tr>
<tr>
<td></td>
<td>no party may</td>
<td>Neither party may transfer…</td>
</tr>
<tr>
<td></td>
<td>is not entitled to</td>
<td>Firm is not entitled to collect…</td>
</tr>
<tr>
<td>Policy</td>
<td>either (present tense) will</td>
<td>Texas law governs contract.</td>
</tr>
<tr>
<td>Declaration of facts</td>
<td>states acknowledges</td>
<td>City states it owns property.</td>
</tr>
<tr>
<td>Belief of law</td>
<td>believe</td>
<td>Parties believe contract binds…</td>
</tr>
<tr>
<td>Intention</td>
<td>intend</td>
<td>Parties intend contract to bind…</td>
</tr>
<tr>
<td>Recommendation</td>
<td>recommend</td>
<td>City recommends X consult…</td>
</tr>
<tr>
<td>Conditions</td>
<td>(present tense) will</td>
<td>If City receives Y, it shall…</td>
</tr>
<tr>
<td>Policy</td>
<td>(present tense)</td>
<td>If X ceases Y, Z will be void.</td>
</tr>
<tr>
<td>Obligation</td>
<td>to + infinitive, must</td>
<td>X’s rights subject to Y being…</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X’s rights subject to X having..</td>
</tr>
<tr>
<td></td>
<td>(present perfect)</td>
<td>To obtain X, Firm must…</td>
</tr>
</tbody>
</table>