**A sample list of habit changers (make your own)** 

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| **Old Habit** | **New Habit** |
| All, every, never, always, immediately, promptly, without delay, without exception, or else | Avoid these in instructions. They sound snooty. |
| And/or | Use *and* or use *or*. Or, spell out the complex idea behind *"and***-or-***or*", if it’s really important. |
| Any or all, partly or fully, contact and discuss with, write and mail | Drop at least half of each pair. If you can do or have *any*, you can do or have *all*. |
| Approximately | About, around, close to, more than, less than, fewer than, nearly |
| Both blank A and blank B | Drop *both*. It adds no meaning. |
| Category, categorized | Class, group, type. |
| Completed, completion | Done, end, ended, finish, finished |
| Construct, construction | Build, building |
| Continue to | Keep |
| Employee, individual, separate individuals | Person, each person, each one, people |
| Every | Each, all |

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| Facility, facilities, institution | Structure, building, grounds and structures, campus |
| For the purpose of | For |
| For the reason that | Since, because, due to |
| Has authority to, is authorized to | Can, may, is allowed to |
| Indicate, identify, specify, delineate, specify | Show, say, tell, list, detail, describe, include, enter |
| Is knowledgeable of | Knows, knows about |
| Necessary, necessity | Need, needed, needful |
| Occasionally | Sometimes, from time to time, now and then |
| Operate | Run, use, control, manage |
| Request, requested | Ask, asked for |
| SB 1234 (2003) | Cite the ORS when a bill was two sessions ago. |
| Since \_\_\_\_, Although \_\_\_\_\_, If \_\_\_\_\_\_\_\_ | Here comes a compound sentence. Make two. |
| Specific, specifically | Leave it out |
| Submission is required by | Submit by, send by, file, mail, fax, must receive by |
| Submittal | Name the thing to be turned in. |
| That | Drop *that* where it adds no meaning. |
| That involve the use of, utilize, make use of | That use, use |
| Usually, typically, normally | Most often, often |
| Was going, running, saying, \_\_\_ing | Went, ran, said, blanked |
| Which | Replace with *that* in almost every case. |
| You, your (when writing in second person) | Don’t overuse. Let them be implied at times. |