**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.  |