



Simplified English

What Is Simplified English? Simplified English (SE) was developed so that documents written in English could be understood by people who speak little English. To make the documents easier to understand, Simplified English uses a limited vocabulary and a set of writing rules. The writer can only use words on the approved list and technical terms (words common to the field). Each word on the list has only one approved definition. For example, “about” is used for “concerned with.” It cannot be used for “around” or “approximately.” Verb tenses are also restricted. The rules listed below were developed for the AECMA. The principles for simplified English can be used even if AECMA rules are not strictly followed. Many of the words on the AECMA approved list would not be needed for Church products. Many words needed for Church products are not on the AECMA approved list.

Example of Simplified English

Original paragraph:

Place the water heater in a clean, dry location as near as practical to the area of greatest heated water demand. Long uninsulated hot water lines can waste energy and water. Clearance for accessibility to permit inspection and servicing such as removing heating elements or checking controls must be provided.

Same paragraph in Simplified English:

Put the water heater in a clean, dry location near the area where you use the most hot water. If the hot water lines are long and they do not have insulation, you will use too much energy and water. Make sure you have access to the heating elements and the controls for inspection and servicing.

(The above example is from “Learning to Use Simplified English: A Preliminary Study,” by Margaret Thomas, Gloria Jaffe, J. Peter Kincaid, and Yvette Stees, *Technical Communication*, First Quarter 1992, pg 70)

AECMA Simplified English Rules

Words

1. Use only approved words.
2. Use approved words only as the part of speech given. (example: close is a verb [and not an adverb].
Write: Do not go near the landing gear if... NOT: Do not go close to the landing gear if...)
3. Keep the approved meaning; do not add any other meaning. (example: Follow means “to come after.” It does not mean “to do what the rules tell you.” Write: Obey the safety instructions. NOT: Follow the safety instructions.

Technical Names

4. You can use words that are “Technical Names.” (These words are not part of the attached list of words.) A word, symbol, or term is a “technical name” if it is in one of these categories: names of: official parts, locations on aircraft, tools or equipment, materials, support facilities, circuits or systems, persons, groups, or bodies, technical records, standards, regulations, and the following categories of terms: mathematical, scientific, engineering, navigational and flying, measurement or dial markings, number, parts of the body, common personal effects, medical, documents and manuals, names, headings, & topics used



in specifications, environmental conditions, colors, damage terms. (The categories are from the aerospace industry. Another list would be needed for Family History.)

5. Use a technical name only as a noun or an adjective, not as a verb.
6. Use the official name (shortened if necessary) as much as possible.
7. Do not use different technical names for the same thing.
8. If you have a choice, use the shortest and simplest names.

Verbs

9. You can use the verb in these tenses: the infinitive, the present tense, the past tense, the simple future tense, and the past participle (as an adjective). (example: To adjust; It adjusts; It adjusted; It will adjust. It is adjusted.)
10. Do not use forms of the verb not shown in the “Approved Words” (such as verbs in the “-ing”
11. Use the past participle only as an adjective: either with a noun or after the verbs “to be, to become.” (example: Connect the disconnected wires again. The wires are disconnected. The wires become disconnected.)
12. participle with a helping verb to make a complex verb. (example: Write:...is adjusted. NOT:...has adjusted. Write:...you can adjust NOT: can be adjusted. Write: Adjust the... NOT:...must be adjusted)
13. You can use verbs that are “Manufacturing Processes.” A manufacturing process does the following to material: removes, adds, attaches. changes the mechanical strength, structure or physical properties, changes the surface finish, changes the shape. (The categories are from the aerospace industry. Another list would be needed for Family History.)
14. Use the active voice as follows:
 - Procedures: use only the active voice
 - Description and Operation: use the active voice as much as possible; use the passive voice only when absolutely necessary.
15. To change a passive construction to the active:
 - Change the subject at the beginning of the sentence.
 - Change an infinitive verb to an active verb.
 - Change the verb to the commanding form.
 - Use the personal pronouns “we, you.”
16. Let the verb show the action. (example: Write: the ohmmeter shows... NOT: The meter gives an indication of...) Sometimes it is not possible to follow this advice in SE, because of the limited choice of words. For example, in SE you must write: “Do the leak test,” instead of “Test for leaks.” This is because “test” is only used as a noun.
17. 17. Do not omit a verb (or nouns) to make your sentences shorter. (example: Write: Set the rotary switch to INPUT. NOT: Rotary switch to INPUT.)

Abstraction

18. Repeating words. In SE, you will often have to repeat the same word many times in one text. This is because the number of words is limited, and their meanings are strictly defined. This repeating of words helps the reader to understand the text. He becomes familiar with patterns of words and their meanings. You must not confuse your reader by using different words to describe the same thing. Once you have chosen the words to describe something, continue to use these same words.



19. Make your instructions as specific as possible. (example: Write: If you increase the temperature it will decrease the curing time. NOT: Different temperatures will change the curing time.)

The Grouping of Words

Remember that your reader may only have a poor knowledge of English. He will read/translate a text bit by bit, and will not understand a phrase if the relationship between the words is not clear.

20. If it is possible, you must put an “article” (the, a, an) or a “demonstrative adjective” (this, that, these, those) before a noun. (examples: Write: Stop the start procedure if... NOT: Stop start procedure if. Write:

- Hold the main gear doors up.
- Set the alternate control lever to DOWN.
- Set the alternate control lever to NORMAL.

Not: Support main gear doors, position alternate control lever fully DOWN and return to NORMAL.)


21. Break up noun clusters that have more than three nouns. Such “noun” clusters are almost impossible to read for some non English readers. This is probably because these readers begin with the first noun as they do in their own language. But the noun that the reader needs is at the end of the “noun cluster.” (example: Write: The temperature of the exhaust gas from the engine. NOT: The engine exhaust gas temperature...)

If an official technical name is a noun cluster (example: the main gear inboard door retraction winch handle), there are three ways to help your reader:

22. Use hyphens to show the relationship between the words. (example: The main-gear inboard-door retraction-winch handle.)
23. Explain the name. (example: [the handle that is used to operate the winch that retracts the inboard door of the main gear
24. Explain to the reader that you will use a shorter name. (example:...retraction-winch-handle In this chapter. the handle is referred to as the “winch handle.”)

Length of Sentences

25. Keep sentences as short as possible.
26. The maximum length of sentences is 20 words.
27. An average of one sentence in ten can be up to 25 words long.
28. When you count words for sentence length, the colon and the dash count as a full stop (period).
29. When you count words for sentence length, each word in a hyphenated group counts as a separate word unless it is a prefix.
30. When you count words for sentence length, text inside parentheses counts as a new sentence.
31. Keep to one topic or one instruction per sentence.
32. Write more than one instruction per sentence only when two actions have to be done at the same time. (example: Hold the switch to “TEST” and make sure the light comes on.)
33. Use connecting words to join separate sentences. (Write short sentences that are logically connected by connecting words. Connecting words will help to show the relationship between the different topics in the separate sentences. Such connecting words are: “Thus, also, so but, and, then, now.” You may start a sentence with “but” or “and.” Just make sure that you do not start too many sentences with “and,” as this will weaken your text.)

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34. Use a tabular layouts (vertical layouts) for complex texts. (example: When the landing gear retracts, these movements occur:
- The door-operating bar on the leg touches and turns the latch.
 - This causes the roller to move out of the slot.
 - The second roller holds the door-operating bar.)
35. In descriptive writing, try to vary sentence lengths and constructions to keep the text interesting.
36. In an instruction, write the verb in the imperative form (as though “must” were written in front of it).
37. In an instruction, the subject of the verb is implied as “you,” but this is not necessarily written into the sentence. (example: Remove the bolts = (You must) remove the bolts.)

Paragraphs

38. Use paragraphs to show your reader the logic of the text.
39. Each paragraph must have only one topic. The paragraph must deal with that topic in a logical manner and must make the relationship between sequences of information clear to the reader. You must not put unrelated pieces of information into the same paragraph. If one paragraph is not sufficient for all the necessary information, divide the subject matter and deal with each separate aspect in its own paragraph.
40. Always start the paragraph with the topic sentence. By reading only the topic sentences, the reader should be able to understand the broad outline of your text. If the reader is looking for some specific information, the topic sentence should be able to help him decide which paragraph he needs.
41. Use connecting words to make the relationship between sentences and paragraphs clear.
42. The maximum length of a paragraph is 6 sentences.
43. Do not use one-sentence paragraphs more than once in every 10 paragraphs.
44. Present new and complex data slowly.

Punctuation

We use punctuation marks to show how parts of the text are related to each other. They help to make your text more readable and to make the meaning clear. Punctuation marks must not be scattered according to “taste.”

45. If you start an instruction with a descriptive statement (dependent clause), you must separate that statement from the rest of the instruction with a comma. (example: When the light comes on, set the switch to NORMAL.)
46. Use hyphens as a joining signal. When we wrote these rules, we kept in mind the main objective: that readers should never have to reread a text to work out which words were intended to be read together.) Rules for when to use hyphens:
- Two word terms used together. Low-altitude flight, quick-acting clamp, high-pressure chamber
 - Two word fractions or numbers. forty-seven, one-half
 - Adjectives that consist of three or more words. three-to-one ratio, soap-and-water solution
 - Terms that consist of a capital letter or number and a noun. L-shaped bracket, 3-prong connector
 - Compound verbs that consist of a verb plus a noun. die-cast. arc-weld
 - Terms in which the prefix ends with a vowel and the root word begins with a vowel. de-ice, de-energize, pre-amplifier



- Terms in which two one-syllable words are written together but the first is not a simple modifier of the second by-pass, run-on torque
47. Use parentheses to set off text that is not part of the main statement but is important enough to be indicated or to mark text for which separation by commas is insufficient.
48. Use the colons and dashes only in tabular layouts (vertical layouts) with standard punctuation as follows:
- Each breakout starts with an upper case letter
 - Do not put a period at the end of each breakout, but only at the end of the last breakout to show the end Of the sentence
 - If the sequence of the breakouts is important, number them in agreement with your in-house specifications.

Warnings and Cautions

Warnings and cautions tell a technician that parts of the procedures can be dangerous. A warning tells him that injury or death is possible if he does not follow the instructions. A caution tells the technician that damage to equipment is possible.

- Start a warning or a caution with a simple and clear command.
- Add a brief explanation to a warning or a caution to give a clear idea of the possible risk.

example: **WARNING:** DO NOT GET ANY ENGINE OIL ON YOUR SKIN FOR LONG PERIODS. THE OIL IS POISONOUS. IT CAN GO THROUGH YOUR SKIN AND INTO YOUR BODY.

How to make a Simplified English Vocabulary

The information below came from the attached article, “Developing a Simplified English Vocabulary” by D.A.T. Peterson, Technical Communication, Second Quarter, 1990, pp 130-133.

To create a simplified English vocabulary for his field, D.A.T. Peterson analyzed the text of four technical manuals and extracted the core vocabulary. The four manuals covered different topics. A word processing program was used for analysis. The program provided an automatic count of how many times each word was used in the document.

To develop the core vocabulary, Mr. Peterson did the following:

1. Deleted numerals, abbreviations, and punctuation.
2. Arranged remaining text in alphabetical order.
3. Merged and sorted the four lists.
4. Deleted words for items, actions, conditions, and processes (technical words). The remaining words became the initial core vocabulary.
5. Compared the initial core vocabulary to Charles K. Ogden's 850-word Basic English vocabulary and to the AECMA Simplified English. This was to ensure that no obviously required words were omitted.
6. Used several standard and technical dictionaries to assign an appropriate definition for each word.
7. Looked for synonyms in a thesaurus. (Generally, when synonyms were found, the shorter word was retained.)
8. Checked the core vocabulary for antonyms. When the combination of not and another word would serve, the antonym was deleted. If a word could not be replaced or if the alternate construction was too awkward, the word was retained. (example: use “not complete” instead of “incomplete”)
9. Grouped the words by function. (The groupings he used were: Operations-Definite, Operations-Not Definite, Things-Definite, Things-Not Definite, Conditions-Definite, Conditions-Not Definite, Location, Function Words, Joining Words, Helping Words.)



10. Subdivided each groups into verbs, nouns, prepositions, etc. The words in each subdivision were then put in alphabetical order.
11. Used the words deleted from the original list to make a list of not-approved words. Example: “Conclusion: Use END”

To develop a technical word vocabulary Mr. Peterson did the following:

1. Prepared a complete parts list and a list of required tools and test equipment. Defined these part names and added them to the approved vocabulary.
2. Analyzed existing documents to identify the condition, process, and action words.
3. Made a list of words that described a technical process. Defined these words.
4. Made a list of words that described a condition affecting operation or maintenance. Defined these words.
5. Made a list of words that described an action required for operation or maintenance. Defined these words.
6. Reviewed the words and replaced them with words from the core vocabulary, where possible.
7. Added the words to the approved vocabulary.

ASCMA Simplified English

Words from AECMA Simplified English

- 156 adjectives
- 97 adverbs
- 3 articles
- 17 conjunctions
- 169 nouns
- 27 prepositions
- 21 pronouns
- 138 technical nouns
- 164 (abt 650 conjugated) verbs

Adjectives (partial list) - accurate, adjustable, alternative, apparent, applicable, approved, approximate, available, bad, worse, worst, basic, careful, clean, clear, constant, continuous, correct, different, directly, down, each, easy, easier, easiest, empty, equal, equivalent, expanded, expired, external fast, faster, fastest, first, forward, free, frequent, front, full, general, good, better, best, high, higher, highest, important, incorrect, initial, inner, interchangeable, intermittent, internal irregular, large, larger, largest, last, least, left, less, lesser, least, local, long, longer, longest, loose, low, lower, lowest, maximum, middle, military, minimum, moderately, movable, much, more, most, near, nearer, nearest, necessary, new, no, off, on, only, opposite, optional, other, permanent, positive, possible, regular, related, remaining, right, same, satisfactory, second, secondary, sensitive, short, shorter, shortest, slow, slower, slowest, small, smaller, smallest, some, special, specified, straight, strong, stronger, strongest, subsequent, such, sudden, sufficient, sure, temporary, tertiary, thick, thicker, thickest, thin, thinner, thinnest, third, total, unknown, unsatisfactory, unusual, unwanted, usual



Adverbs (partial list) - accurately, again, almost, also, always, apparently, approximately, away, back, clearly, constantly, correctly, differently, down, easily, equally, first, forward, fully, here, how, immediately, incorrectly, initially, locally, moderately, momentarily, not, off, o.k., on, only, out, permanently, positively, possibly, quickly, regularly, satisfactorily, slowly, smoothly, specially, subsequently, suddenly, sufficiently, temporarily, then, there, through thus, tightly, together, too, unsatisfactorily, unusually, up, usually, very

Articles - a, an, the

Conjunctions - after, although, and, as...as, because, because of, before, but, if, or, than, that, thus, unless, until, when, where, while

Prepositions - about, above, across, adjacent, aft of, after, against, along, around, as, at, before, behind, below, between, by, down, during, for, forward of, from, in, in front of, into, minus, near, of, off, on, opposite, out of, plus, since, through, thru, to, to the rear of, with, without

Pronouns - all, each, it, its, none, other, some, that, these, they, them, their, this, those, we, which, who, you, your



AECMA Approved Words

A

a (art)
about (pre) - concerned with (for other meanings use APPROXIMATELY, AROUND)
above (pre) - a position higher than (for other meanings use MORE THAN)
abrasive (adj)
accept (v) accepts, accepted, accepted
access (n)
accident (n)
accidental (adj)
accidentally (adv)
accurate (adj)
accurately (adv)
across (pre) - from one side to the other
adapt (v) adapts, adapted, adapted - to change to a new situation
add (v) adds, added, added
adjacent (adj)
adjacent to (pre) - near in space
adjust (v) adjusts, adjusted, adjusted adjustable (adj)
adjustment (n)
after (pre, con) - follows a specified time, sequence, etc.
again (adv)
against (pre) - in contact with
agent (n)
agree (v) agrees, agreed
aid (n) - help that is given
air (n)
airborne (adj)
aircraft (n)
airflow (n)
align (v) aligns, aligned, aligned
all (adj, pn)
allowance (n) - a permitted difference
almost (adv)
along (pre)
also (adv)
alternative (n)
alternatively (adv)
although (con)
always (adv)
ammunition (n)
an (art)
analysis (n)
and (con)
apart (adv) - put at a distance from
apparent (adj)
apparently (adv)
applicable (adj)
apply (v) applies, applied, applied
approval (n)
approved (adj)
approximate (adj)
approximately (adv)
are (v) see Be
area (n)
arm (v) arms, armed, armed
armament (n)
around (pre) - on all sides of
arrow (n)
as (pre) - to the same quantity, equally (same as) (for other meanings use - because, while)
as...as
assemble (v) assembles, assembled, assembled
assembly (n)
at (pre)
attach (v) attaches, attached, attached
authority (n) - official that gives approval to something
automatic (adj)
automatically (adv)
auxiliary (adj)
available (adj)
average (n)
away (adv) in or to a different position or direction

B

back (adv)
bad, worse, worst (adj)
badly (adv)
balance (v) balances, balanced, balanced
basic (adj)



be (v) is, was, are, were.- to occur, exist, to equal to
have a property (no other forms of this verb)
because/because of (pre, con) - as a result of
become (v) becomes, became, become
before (pre, con) - "Preceding" in time or sequence
behind (pre) - in a position at rear (for other meanings use AFTER, SUBSEQUENT)
below (pre) - in a position lower than (for other meanings use LESS THAN)
bend (v) bends, bent, bent
bend (n)
better, best (adj)
between (pre) - related to something before and after in time or place
bleed (v) bleeds, bled, bled
blockage (n)
blocked (adj)
blow (v) blows, blew, blown
blunt (adj)
bond (v) bonds, bonded, bonded
bond (n)
bottom (n) - the lowest place
break (v) breaks, broke, broken
breathe (v) breathes, breathed, breathed
bright/brighter/brightest (adj)
brightly (adv)
brush (n)
bubble (n)
burn (v) burns, burned, burned
but (con) - on the "contrary"
by (pre) - word used when you divide or multiply

C

calculate (v) calculates, calculated, calculated
can (v) can, could - to be able to (no other forms of this verb)
cancel (v) cancels, canceled, canceled
careful (adj)
carefully (adv)
capacity (n) - the maximum quantity that can be held or made
catch (v) catches, caught, caught

cause (v) causes, caused, caused
cause (n) - something that causes a result
caution (n)
center (n)
change (v) changes, changed, changed change (n) - that which occurs when something changes
charge (v) charges, charged, charged - to add electrical energy to (use FILL for other meanings)
circle (n)
circular (adj)
class (n)
clean (v) cleans, cleaned, cleaned
clean (adj)
clear (adj) - not blocked, without interference
clearly (adv) - not blocked, without interference
clearance (n) - space between two objects
clockwise (adv)
close (v) closes, closed, closed
code (n)
cold, colder, coldest (adj)
collect (v) collects, collected, collected
color (n)
come (v) comes, came, come (lights and lamps COME ON and GO OFF)
compare (v) compares, compared, compared
complete (v) completes, completed, completed
compress (v) compresses, compressed, compressed
computer (n)
condition (n)
confined (adj)
connect (v) connects, connected, connected
connection (n) - that which connects
constant (adj)
constantly (adv)
contain (v) contains, contained, contained - to have in, to hold in
container (n)
contents (n)
continue (v) continues, continued, continued
continuous (adj)
continuously (adv)
contour (n) - outer shape
control (v) controls, controlled, controlled



control (n) - something that controls
cool (adj)
copy (n) - something made to look the same another item
corner (n)
correct (v) corrects, corrected, corrected
correct (adj)
correctly (adv)
correction (n)
count (v) counts, counted, counted
count (n) - number of items or occurrences counted
counterclockwise (adj, adv)
cover (n)
crack (n)
curve (n)
cut (v) cuts, cut, cut
cycle (n)

D

damage (n)
damaged (adj)
dangerous (adj)
dangerously (adv)
data (n)
date (n)
day (n)
deceleration (n)
decision (n)
decrease (v) decreased
defect (n)
defective (adj)
deflate (v) deflates, deflated, deflated
dent (n)
dented (adj)
depth (n)
detail (n)
deterioration (n)
device (n)
diagonal (adj)
diagonally (adv)
diameter (n)
difference (n)

different (adj)
differently (adv)
dim, dimmer, dimmest (adj)
dimension (n)
dimly (adv)
direction (n)
directly (adv)
dirty (adj)
disarm (v) disarms, disarmed, disarmed
discard (v) discards, discarded, discarded
display (n)
distance (n)
distortion (n)
divide (v) divides, divided, divided
do (v) does, did, done
down (adj,adv,prc) - to a lower position
drain (v) drains, drained, drained
drift (n)
drink (v) drinks, drank, drunk
drop (n)
dry (v) dries, dried, dried
during (pre) - In or for a specified time

E

each (adj,pn)
ear (n)
easily (adv)
east (n)
easy, easier, easiest (adj)
eat (v) eats, ate, eaten
edge (n)
effect (n)
electrical (adj)
electrically (adv)
electricity (n)
electronic (adj)
electronically (adv)
electronics (n)
emergency (n)
empty (adj)
end (n)
energy (n)



engine (n)
entrance (n)
entry (n)
equal (adj)
equally (adv)
equipment (n) equivalent (n, adj)
erase (v) erases, erased, erased
error (n)
estimate
(n)
examine (v) examines, examined, examined
example (n)
exhaust (n)
exit (n)
expanded (adj)
expired (adj)
explosion (n)
explosive (adj)
exposure (n)
extend (v) extends, extended, extended: to cause something to increase in length, area or range
extension (n)
external (adj)
externally (adv)
eye (n)

F

face (n)
fact (n)
failure (n)
fall (v) falls, fell, fallen: to move down by the force of gravity
far, farther, farthest (adj): at or to a large distance
fast, faster, fastest (adj): at high speed
feel (v) feels, felt, felt: to touch to find out
file (n)
fill (v) fills, filled, filled: to put into a container to a known level, pressure or quantity
film (n)
filter (n)
find (v) finds, found, found: to discover, to examine something

finish (n)
fire (n)
fire (v) fires, fired, fired
first (adj, adv)
fit (n)
flag (n)
flame (n)
flat (adj)
flexible (adj)
flight (n)
flow (v) flows, flowed, flowed
flow (n)
fluid (n)
focus (n)
fold (v) folds, folded, folded: to double over on itself
follow (v) follows, followed, followed: to come after
for (pre) - word that shows purpose, intent, time, result or the object of an action (do not use for because
force (n)
form (n)
forward (adv): in the direction of the front
forward of (pre) nearer to the front
free (adj) that can move without limits
freely (adv) that can move without limits
freeze (v) freezes, froze, frozen
frequency (n)
friction (n)
from (pre) shows a point of departure for movement, time distance, action, or separation
front (adj)
front (n)
fuel (n)
full (adj)
fully (adv): at or related to maximum travel, length, quantity or detail
function (n)

G

gain (n)



gas (n)
general (adj) applicable to the whole
geometry (n)
get (v) gets, got (note: no other parts of this verb)
give (v) gives, gave, given: to transfer to or to provide
go (v) goes, went, gone - to move to or from, to come into a condition (note: lights and lamps COME ON and GO OFF)
good, better, best (adj) not bad
graph (n)
gravity (n)
grease (n)
grip (n)
groove (n)
ground (n) - surface of the earth
ground (v) grounds, grounded, grounded: to make an electrical connection to ground or between conductors
group (n)
guard (n)
guide (n)

H

half (n)
hand (n)
hang (v) hangs, hung, hung: to attach to something above with no support from below
hard, harder, hardest (adj): Not easy to cut, not easy to go into or through
hardware (n)
have (v) has, had, had: to possess as a part of quality
head (n) - the top of something
hear (v) hears, heard, heard
heat (n)
heavy, heavier, heaviest (adj) heavily (adv) has a large mass, weight or force
height (n)
help (v) helps, helped, helped
here (adv) this position
high, higher, highest (adj), highly (adv): More than a given value or above

hit (v) hits, hit, hit: to touch suddenly and heavily
hold (v) holds, held, held: to have or to keep in the hand or a grip, to keep in a specified place, position or condition
hole (n)
hook (n)
horizon (n)
hot, hotter, hottest (adj) at a high temperature
how (adv) by which procedure

I

ice (n)
identification (n)
identify (v) identifies, identified, identified: to supply with identification
if (con) - In the event that, on the condition that
ignition (n)
ignore (v) ignores, ignored, ignored: Not to think about something or not to do something about immediately (adv) without a gap of time or space
important (adj) has a large effect on something
in (pre) function word that shows location, position, condition, time or limits
in front of (pre) - ahead of
incident (n)
include (v) includes, included, included: to make or to be part of
incorrect (adj) incorrectly (adv) not correct
increase (v) increases, increased, increased: to make or to become larger or higher
increment (n)
independently (adv)
indication (n)
inhibition (n)
initial (adj)
initially (adv) has a relation with the start
injury (n)
inner (n)
input (n)
inside (n)
inspection (n)
instability (n)



install (v) installs, installed, installed: To attach an item in or to a second item
installation (n): the procedure which installs an object, something that is installed for a function
instruction (n)
instrument (n) an item which measures and/or shows
insulation (n)
intensity (n)
interchangeable (adj) can replace the other without change
interface (n)
interference (n)
intermittent (adj), intermittently (adv): That stops and starts again, not continuous
internal (adj) internally (adv) of or on the inner side
into (pre)
irregular (adj) irregularly (adv) not regular
is (v) refer to BE
it (pn)
item (n)
its (pn) that “belongs” to that “thing”

J

jack (n)
joint (n)

K

keep (v) keeps, kept, kept: To continue to have, do or hold
kill (v) kills, killed, killed: to cause death
kink (n)
know (v) knows, knew, known: To be sure of data, to have data ready to use

L

label (n)
lamination (n)
landing (n)

large, larger, largest (adj) More than average in dimension, capacity or quantity
last (adj) comes at the end
latch (n)
latch (v) latches, latched, latched: To hold in position with a latching device
layer (n)
leak (n)
leakage (n)
least (adj) refer to less
left (adj)
length (n)
less, lesser, least (adj) of smaller dimension, number or quantity
let (v) lets, let, let To permit an action to occur
letter (n)
level (adj)
level (n)
life (n)
lift (v) lifts, lifted. lifted: to move to a higher position
light, lighter, lightest (adj) lightly (adv): With small weight, mass. or force (Note: use Thin, Small for other meanings)
light (n)
lighting (n)
limit (n)
line (n)
liquid (n)
listen (v) listens, listened, listened: To try to hear something
load (n)
local (adj), locally (adv): applicable to a given place
location (n)
lock (v) locks, locked, locked: To attach or hold with a locking device
look (v) looks, looked, looked: use your eyes to see or find out
long, longer, longest (adj)
loop (n)
loose (adj) loosely (adv)



low, lower, lowest (adj): Below a given value
lower (v) lowers, lowered, lowered: move to a lower position
lubricant (n)
lung (11)

M

machine (n)
magnet (n)
maintenance (n)
make (v) makes, made, made: to cause to occur or to become
malfunction (n)
mandatory (adj)
manual (adj) manually (adv): Operated by hand
manual (n) - publication
many, more most (adj) of large number
mark (n)
mass (n)
material (n)
maximum (n)
measure (v) measures, measured, measured
mechanism (n)
medical (adj)
melt (v) melts, melted, melted: change from solid to liquid
metal (n)
middle (n)
military (n)
minimum (n,adj)
minus (pre) - subtraction
mix (v) mixes, mixed, mixed
mixture (n)
mode (n)
moderately (adv) between in quality, position, level
modification (n)
moist (adj) moderately wet
momentarily (adv): for a short time
more, most: refer to much
move (v) moves, moved, moved
movement (n)

much, more most (adj) of large dimension or quantity
multiplication (n)
must (v) Note: No other forms of this verb) “Helping verb that shows obligation”

N

name (n)
near, nearer, nearest (adj): at or to a short distance
near (pre) - closeness in time, space, or condition
necessary (adj) that must be
new (adj)
no (adj) not any
noise (n)
none (pn)
north (n)
nose (n)
not (adv)
notch (n)
note (n)
notice (n)
number (n)

O

obey (v) obeys, obeyed, obeyed
object (n)
occur (v) occurs, occurred, occurred
of (pre)
off (adj,adv,pre) - away from, not in operation
oil (n)
O.K. (adv)
on (adj,adv,pre) - shows contact, support, direction; in operation
one (n)
only (adj, adv): Nothing more or different
open (adj) not closed
open (v) opens, opened, opened
opening (n) an aperture, something that is open
operate (v) operates, operated, operated
operation (n)
operator (n)



opposite (adj,pre) opposed to, across from
optional (adj): not mandatory or (con) function
word to show an alternative
order (n) - give an order (for other meanings, use
sequence)
other (adj, pn): that which is not the same as that
given before
out (adv)
out of (pre)
outer (adj)
output (n)
outside (n)
overhaul (n)
overlap (n)

P

paint (n)
paint (v) paints, painted, painted
pair (n) - two objects that are almost the same or that
you use together
park (v) parks, parked, parked
part (n) - one piece
particle (n)
patch (n)
performance (n)
permanent (adj) permanently (adv) with no limit in
time
permit (v) permits, permitted, permitted
person (n)
piece (n)
pipe (n)
placard (n)
play (n) free movement
plus (pre)
point (v) points, pointed, pointed
point (n)
poisonous (adj)
polish (v) polishes, polished, polished
position (n)
positive (adj) positively (adv)
possible (adj) possibly (adv)
post- (adj) after

power (n)
pre- (adj) before
precaution (n)
precision (n)
preparation (n)
prepare (v) prepares, prepared, prepared
preservation (n)
pressure (n)
pressurize (v) pressurizes, pressurized, pressurized
prevent (v) prevents, prevented, prevented
primary (adj) most important, first in level
problem (n)
procedure (n)
program (n)
projection (n)
property (n)
proportion (n)
protection (n)
pull (v) pulls, pulled, pulled
pump (n)
push (v) pushes, pushed, pushed
put (v) puts, put, put

Q

quality (n)
quantity (n)
quickly (adv)

R

range (n)
rate (n)
read (v) reads, read, read
rear (adj)
rear (n)
rearwards (adv)
receive (v) receives, received, received
recess (n) - indentation in a surface
recommend (v) recommends, recommended, rec-
ommended
record (n)
refer to (v) refers to, referred to, referred to



reflection (n)
refuel (v) refuels, refueled, refueled
regular (adj) regularly (adv)
reject (v) rejects, rejected, rejected
related (adj)
relation (n)
release (v) releases, released, released
remaining (adj)
removal (n)
remove (v) removes, removed, removed
repair (n) repair (v) repairs, repaired, repaired
replace (v) replaces, replaced, replaced
replacement (n)
reply (n)
report (n)
resistant (adj)
result (n)
retract (v) retract, retracted, retracted
retraction (n)
right (adj)
rigid (adj)
risk (n)
roller (n)
rope (n)
rough, rougher, roughest (adj)
rounded (adj)
routing (n)
row (n)
rub (v) rubs, rubbed, rubbed
run (n)

S

safe (adj)
safety (v) safeties, safeties, safetied
safety (n)
satire (adj)
sample (n)
satisfactory (adj)
satisfactorily (adv)
saw (n)
scan (n)
schedule (v) schedules, scheduled, scheduled

scratch (n)
screw (n)
seal (v) seals, sealed, sealed
seal (n)
second (adj)
secondary (adj)
security (n)
see (v) sees, saw, seen
selection (n)
semicircular (adj)
send (v) sends, sent, sent
sensitive (adj)
separation (n)
sequence (n)
serration (n)
serviceable (adj)
servicing (n)
set (n)
set (v) sets, set, set
shake (v) shakes, shook, shaken
shape (n)
sharp (adj)
sheet (n)
shield (n)
shiny (adj)
shock (n)
short, shorter, shortest (adj)
show (v) shows, showed, shown
side (n)
sideways (adv)
sign (n) signal
(n) since (pre) - (do not use instead of BECAUSE)
skid (n)
sling (n)
slope (n)
slot (n)
slow, slower, slowest (adj) slowly (adv)
small, smaller, smallest (adj)
smell (v) smells, smelled, smelled
smoke (v) smokes, smoked, smoked: to breathe
"tobacco" smoke
smoke (n)
smooth, smoother, smoothest (adj) smoothly (adv)



snow (n)
so (that) (con)
soak (v) soaks, soaked, soaked
soap (n)
soft (adj)
solid (adj)
solid (n)
solution (n) 1. liquid that includes “dissolved” material 2. answer to a problem
some (adj,pn)
something (n)
sound (n)
source (n) 1. something that supplies heat or light. 2. point where something starts. 3. something that supplies data
space (n)
span (n)
spark (n)
speak (v) speaks, spoke, spoken
special (adj) specially (adv)
specification (n)
specified (adj)
speed (n)
sphere (n)
spherical (adj)
splice (n)
spray (n)
stable (adj)
stain (n)
standard (n)
start (v) starts, started, started
start (n)
stay (v) stays, stayed, stayed
stencil (n)
step (n)
stop (v) stops, stopped, stopped
straight (adj)
strap (n)
strength (n)
stressed (adj)
strip (n)
stripe (n)
strong, stronger, strongest (adj)

structural (adj)
structurally (adv)
structure (n)
subsequent (adj)
subsequently (adv)
subtract (v) subtracts, subtracted, subtracted
such (adj)
suction (n)
sudden (adj)
suddenly (adv)
sum (n)
supply (v) supplies, supplied, supplied
supply (n)
sure (adj)
surface (n)
switch (n)
symbol (n)
symmetrical (adj) symmetrically (adv)
symmetry (n)
symptom (n)
synchronized (adj)
system (n)
systematically (adv)

T

tag (n)
tag (v) tags, tagged, tagged
tape (n)
task (n)
tear (n)
telescopic (adj)
tell (v) tells, told, told
temperature (n)
temporary (adj)
temporarily (adv)
tension (n)
tertiary (adj)
test (n)
than (con)
that (con,pn)
the (art)
then (adv)



theory (n)
there (adv)
these (pn)
they, them, their (pn)
thick, thicker, thickest (adj)
thickness (n)
thin, thinner, thinnest (adj)
think (v) thinks, thought, thought
third (adj)
this (pn)
those (pn)
thread (n)
three (n)
through (adv, pre) - in one side & out the other side, from end to end or start to end, by way of
thru (pre) - from XXX to XXX inclusive
thus - as a result of
tight (adj)
tightly (adv)
tighten (v) tightens, tightened, tightened
tightness (n)
time (n) 1. "period that you can measure and when something occurs or is there. 2. repetition of an occurrence
to (prep)
to the rear of (pre)
together (adv)
tolerance (n)
too (adv)
tool (n)
top (n)
torque (n)
torque (v) torques, torqued, torqued
total (n, adj)
touch (v) touches, touched, touched
tow (v) tows, towed, towed
track (n)
transmit (v) transmits, transmitted, transmitted
transparent (adj)
travel (n)
trestle (n)
trouble-shooting (n)
try (v) tries, tried, tried

tune (v) tunes, tuned, tuned
turn (v) turns, turned, turned
turn (n)
twist (v) twists, twisted, twisted
type (n)

U

unit (n)
unknown (adj)
unless (con)
unsatisfactory (adj)
unsatisfactorily (adv)
unserviceable (adj)
until (con)
unusual (adj)
unusually (adv)
unwanted (adj)
up (adv)
upstream (adv)
use (v) uses, used, used
usual (adj)
usually (adv)

V

value (n)
vertical (adj)
vertically (adv)
very (adv)
vibration (n)
view (n)
visual (adj)
visually (adv)
voice (n)
volume (n) - space that an object occupies

W

warm (adj)
warning (n)
water (n)
we (pn)



weak, weaker, weakest (adj)
wear (v) wears, wore, worn
weather (n)
weigh (v) weighs, weighed, weighed
weight (n)
weld (v)
went: refer to go
were: refer to be
west (n)
wet (adj)
wheel (n)
when (con)
where (con)
which (pn)
while (con) - at the same time
who (pn)
width (n)
will (v) (no other parts of this verb)
wind (n)
wind (v) winds, wound, wound
wire (n)
with (pre)
without (pre)
work (n)
worse (adj)
write (v) writes, wrote, written
writing (n)

Y

You, Your (pn)

Z

zero (n)



AECMA Simplified English Not Approved Words

Use: “Use” gives other approved words or constructions that can be used instead of the non-approved keyword. It is important for you to know that these words or constructions are only SUGGESTIONS to help you. You can probably think of other alternatives (approved words) yourself. Do NOT Use the alternative word if this causes you to write nonsense or unidiomatic English. In such a case you will have to rewrite the whole sentence.

A

- A abandon (v) Use: Stop
able (v) Use: can, approved
abnormal (adj) Use: unusual, incorrect, unsatisfactory
abrupt (adj) Use: sudden
absolutely (adv) Use: fully
acceptable (n, adj) Use: permitted, satisfactory, serviceable
acceptance (n) Use: accept
accessible (adj) Use: get access to
accommodate (v) Use: let
accomplish (v) Use: do or commanding verb construction
according to (prep) Use: refer to
account for (v) Use: is, are
accumulate (v) Use: collect
accumulated (adj) Use: collected
accumulation - (n) Use: quantity, collection
accuracy (n) Use: precision
achieve (v) Use: get
acknowledge (v) Use: tell
act (v) Use: is, are occur
action (n) Use: effect, step procedure
activate (v) Use: start, operate
activity (n) Use: procedure, step, work
actual (adj) Use: correct
addition (n) Use: Use, increase, add
additional (adj) Use: more
adequate (adj) Use: sufficient, correct
adhere (v) Use: bond, follow, keep
adopt (v) Use: Use, follow
advance (n) Use: movement forward, adjust, adjustment
advance (v) move/turn forward
adverse (adj) Use: bad
advisable (adj) Use: is best, is recommended
advise (v) Use: tell, must
aeroplane (n) Use: aircraft
affect (n) Use: can cause
affected (adj) Use: dirty, damaged, changed
afford (v) Use: get, give
aggravate (v) Use: make worse/stronger
agitate (v) Use: shake
aid (v) Use: help
aim (n) Use: to, for, give
aim (v) Use: point, try
alarm (n) Use: warning
alert (v) Use: tell
allocate (v) Use: give
allow (v) Use: let, permit
allowable (adj) Use: permitted, approved
alter (v) Use: change
alteration (n) Use: change
alternate (n) Use: different, applicable, each other
XXX
alternate (v) Use: go first to XXX, then to YYY: do
among (prep) Use: in, with, between
amount (n) Use: quantity
analyze (v) Use: make an analysis
another (adj) Use: one more, different, add
any (pn, adj) Use: one, if
anytime (adv) Use: when
appear (v) Use: show, come into view, be possible, think
application (n) Use: apply
approach (v) Use: go near
appropriate (adj) Use: applicable
approve (v) Use: get approval
arrange (v) Use: put in sequence, tell
arrive (v) Use: get
ask (v) Use: tell, speak
assess (v) Use: calculate, make an estimate
assessment (n) Use: estimate, calculate, find
assign (v) Use: give
assist (v) Use: help
assistance (n) Use: aid



associated (adj) Use: their, related, correct
assume (v) Use: think
assure (v) Use: make sure
asymmetric (adj) Use: not symmetrical at least (adv)
Use: not less than, minimum
atmosphere (n) Use: air
attain (v) Use: show, be
attempt (n,v) Use: try
attendance (n) Use: be
attention (n) Use: aid, careful, think
audible (adj) Use: hear
authorized (adj) Use: approved
avoid (v) Use: prevent
aware (adj) Use: know, tell

B

back (adj) Use: rear, aft
back (n) Use: rear, behind
back of (prep) Use: behind, to the rear of, aft of
backup (n) Use: alternative, emergency
backward (adv) Use: rearward(s)
beginning (n) Use: start, source
begin (v) Use: start
beneath (prep) Use: below, lower than
beside (prep) Use: adjacent to
beware (v) Use: be careful
beyond (pre) Use: more
big, bigger, biggest (adj) Use: large, larger/est
block (v) Use: blocked, cause a blockage
both (adj) Use: the two
boundary (n) Use: limit, edge
branch (v) Use: go in a different direction
breadth (n) Use: width
break (n) Use: stop
breakdown (n) Use: stop, failure
bring (v) Use: cause, move, put
briskly (adv) Use: quickly
broadcast (v) Use: transmit
brush (v) Use: Use a brush, apply
building (n) Use: structure
build (v) Use: assemble, make
bump (v) Use: hit

burst (adj) Use: that breaks open
burst (v) Use: break, come open, apart
bypass (v) Use: go around

C

calculation (n) Use: calculate
call (v) Use: tell
cannot (v) Use: can not
cap (v) Use: seal with a cap
capability (n) Use: can, operation, function
capable (adj) Use: can, approved
care (n) Use: careful, carefully, precaution
carry (v) Use: move
carry out (v) Use: do or commanding verb construction
case (n) (in case of) Use: if, occur, then
categorize (v) Use: put into groups
category (n) Use: group
caution (v) Use: tell not to
cautiously (adv) Use: carefully
cavity (n) Use: hole, empty space
cease (v) Use: stop
cement (v) Use: bond
center (v) Use: adjust, put, in the center
certain (adj) Use: sure, some, given
certification (n) Use: approval
certify (v) Use: write, get approval, approved
chance (n) Use: risk, accidentally
characteristic (n) Use: property, quality
check (v) Use: make sure, do a xxx check, measure, examine
choice (n) Use: available, alternative, selection
choose (v) Use: Use
chosen (adj) Use: applicable, correct, set
circle (v) Use: move around, go around
circulate (v) Use: let flow
class (n) Use: group
classification (n) Use: group
classify (v) Use: put into groups
cleanliness (n) Use: clean
clear (v) Use: remove, be clear
clenched (adj) Use: held tightly, attached, closed



clip (v) Use: cut, attach with clips
clockwise (adj) Use: adverb
close (adj) Use: near
close to (adv) Use: near
closely (adv) Use: carefully
code (v) Use: identify
coincide (v) Use: align
coincident (adj) Use: aligned, together, at the same time
collective (adj) Use: all, together
combine (v) Use: mix
commence (v) Use: start
common (adj) Use: the same, usual
communicate (v) Use: tell
communication (n) Use: speak, tell, hear
comparison (n) Use: compare
Compensate (v) Use: make allowance
compile (v) Use: make, write, put together
complete (adj) Use: full, completed, all
completely (adv): fully
completion (n) Use: end, complete
complicated (adj) Use: not easy
comply (v) Use: obey
composite (adj) Use: different
comprise (v) Use: is, are
compute (v) Use: calculate
concern (n) Use: think, problem
conclusion (n) Use: end, result, decision
concurrently (adv) Use: at the same time
conducive (adj) Use: that can cause
conduct (v) Use: do
confer (v) Use: tell
confirm (v) Use: make sure
confirmation (n) Use: approval, know, tell
conflict (n) Use: not agree
conform (v) Use: agree
conformity (n) Use: agree
confuse (v) Use: make sure, agree
confusion (n) Use: agree, not agree
consecutive (adj) Use: one xxx after the other xxx
consequence (n) Use: result, because of, effect
consequent (adj) Use: subsequent, caused
consequently (adv) Use: as a result, thus

consider (v) Use: is/are
considerable (adj) Use: large, very much, important
consist (v) Use: have
consistent (adj) Use: agree
construct (v) Use: assemble, make
contact (n) Use: touch, hear, speak
contact (v) Use: touch, tell
contribution (n) Use: aid, add, give
conventional (adj) Use: usual
conversant (adj) Use: know
convert (v) Use: change, find
coordinate (v) Use: make, do
copious (adj) Use: large quantity
copy (v) use, write, make a copy
correlate (v) Use: agree
correspond (v) Use: agree with
corresponding (adj) Use: of, agree with
cover (v) Use: put covers on, give, have
covered (adj) Use: closed, included, cover
create (v) Use: make, cause
criterion (n) Use: decision, condition, think critical
(adj) Use: very important, careful, necessary
cross (v) Use: go across
crosswise (adj) Use: across, horizontally, vertically
curve (v) Use: make a curve
curved (adj) Use: rounded

D

damage (v) Use: cause damage to, damaged
damp (adj) Use: moist
danger (n) Use: dangerous
decide (v) Use: make a decision
decrease (n) Use: decrease (v)
deem (v) Use: is
define (v) Use: is/are, calculate
defined (adj) Use: specified, given, found
definitely (adv) Use: sure, make sure
delicate (adj) Use: easily damaged
deliver (v, -y (n) Use: supply
demand (n) Use: input, operation, as necessary
denomination (n) Use: group, name
denote (v) Use: show



depend (v) Use: if, must agree with
deplete (v) Use: decrease
depletion (n) Use: decreased, use
describe (v) Use: make, give
described (adj) Use: given, specified, identified
design (n,v) Use: make
designate (v) use: identify, set apart, give
designated (adj) Use: identified, make known, given, specified
desire (v) Use: be necessary
despatch (v) Use: send
destroy (v) Use: discard, make unserviceable
destruction (n) Use: discard
detach (v) Use: disconnect, remove, disengage
detachable (adj) Use: possible to remove
detail (v) Use: give, refer to
detailed (adj) Use: given, careful, full
detect (v) Use: find
determination (n) Use: find, decision
determine (v) Use: find, give
detrimental (adj) Use: dangerous, cause damage
develop (v) Use: start, make, cause
deviate (v) Use: must follow
devise (v) Use: make, find
diagnose (v) Use: find
diametrically (adv) Use: opposite
differ (v) Use: is/are different
differentiate (v) Use: show, identify
difficult (adj) Use: not easy
difficulty (n) Use: problem, not easy
digit (n) Use: number
diminish (v) Use: decrease
dip (v) Use: put into momentarily
direct (v) Use: turn, point
disappear (v) Use: go out of view, move
disclose (v) Use: find, is, tell, show
discontinue (v) Use: stop
discovered (adj) Use: found
discrepancy (n) Use: difference
discretion (n) Use: be careful, decision, think
dislodge (v) Use: remove, clean, loosen
dispatch (v) Use: send
display (v) Use: show

disposal (n) Use: discard, available, have
dispose (v) Use: discard, put
disregard (v) Use: ignore
distinct (adj) Use: easy to identify, clear, clearly
distort (v) Use: twist, cause damage, put out of shape, bend
distribute (v) Use: apply, give
distribution (n) Use: apply, divide, give, supply
disturb (v) Use: move, change
division (n) Use: divide
double (adj) Use: two
doubt (n) Use: not sure, think
downward (adv) Use: down
drag (v) Use: pull, touch
drape (v) Use: put
draw (v) Use: make a line
due to (prep) Use: because of
dull (adj) Use: dim, matt, not shiny, not bright
dump (v) Use: discard, put
duplicate (n) Use: copy
duration (n) Use: do, end, time, life
duty (n) Use: task, function

E

early/er/est (adj) use; before the usual time
earth (n,v) Use: ground
ease (v) Use: move/ remove carefully
effective (adj) Use: has an effect
efficient (adj) Use: correct satisfactory
efficiently (adv) Use: correctly, satisfactorily
effort (n) Use: try, force, input
either (adj, pn) Use: the two, one of the two
elapse (v) Use: time, after
eliminate (v) Use: remove, stop, prevent, repair
embedded (adj) Use: attached, in, included
emitted (adj) Use: given out
employ (v) Use: use
empty (v) Use: remove
enable (v) Use: let
encircle (v) Use: apply, put
enclose (v) Use: around, in, contain
enclosed (adj) Use: closed



enclosure (n) Use: contain, include, area
encounter (v) Use: there is/are, find
end (v) Use: stop, complete
enforce (v) Use: must
enlarge (v) Use: make larger, increase
enlarged (adj) Use: made larger, extended, increased
enough (adj) Use: sufficient
ensure (v) Use: make sure
entail (v) Use: must
enter (v) Use: go into, write
entire (adj) Use: full or all
envisage (v) Use: think
equal (v) Use: be the same as, be equal, have same value as
equidistant (adj) Use: at the same distance
equip (v) Use: have, supply
equipped (adj) Use: with, have, assembled, completed
erect (v) Use: put up, move
erratic (adj) Use: irregular
escape (v) Use: come out, release/decrease pressure
essential (adj) Use: important, necessary
establish (v) Use: tell, make
estimate (v) Use: make an estimate
evacuate (v) Use: remove
evacuation (n) Use: remove
evaluate (v) Use: make an analysis
evaluation (n) Use: estimate, calculate, find
evaporate (v) Use: become gas, become dry
even (adj) Use: smooth, symmetrical, equal, flat
event (n) Use: if, result
every (adj) Use: all or each
evidence (n) Use: sign, find, see, shown
evident (adj) Use: shown, find
exact (adj) Use: correct, accurate, satisfactory
exactness (n) Use: precision, correct, accurate, satisfactory
examination (n) Use: examine, find
exceed (v) Use: more
exceeding (adj) Use: more than
except (prep) Use: not, without, does not include
exception (n) Use: include
exceptional (adj) Use: unusual, more than average

exceptionally (adv) Use: but, unusually
excess (n, adj) Use: too much, more, unwanted
excessive (adj) Use: too much, more than the limit
exchange (v) Use: change
exclude (v) Use: remove
excluding (prep) Use: not, without, does not include
execute (v) Use: do
exempt (adj) Use: does not include, does not show, has no
exercise (v) Use: use, be careful, make sure
exert (v) Use: apply
exhale (v) Use: breathe out
exist (v) Use: is/are
exit (v) Use: go out of
expand (v) Use: expanded (adj), become larger/longer, extend
expect (v) Use: think
expedite (v) Use: help, send, do xxx fast
expend (v) Use: use
expended (adj) Use: empty, used
experience (v) Use: get, have, is
explain (v) Use: tell, show
expose (v) Use: get, be open to
exposure (n) Use: touch
extent (n) Use: quantity, lengths or level
exterior (n) Use: external
extra (adj) Use: more
extract (v) Use: remove
extrapolate (v) Use: make an estimate
extreme (adj) Use: very high, more, very bad, at the limit of
extremely (adv) Use: very
exude (v) Use: come out

F

fabricate (v) Use: make, assemble
face (v) Use: point, turn, is/are
facilitate (v) Use: help, make easier
facility (n) Use: can (or give the name of the facility)
false (adj) Use: incorrect
familiar (adj) Use: know



fasten (v) Use: hold, lock, attach
fatal (adj) Use: kill
fault (n) Use: failure, defect
feature (n) Use: shape, property, quality, different
feature (v) Use: have
feed (v) Use: supply, put
few (adj) Use: not many or give range, number, quantity
figure (v) Use: calculate
filter (v) Use: put through a filter
final (adj) -ly (adv) Use: last
finding (n) Use: result, fact
fine (adj) Use: satisfactory, high quality, sharp
finish (v) Use: complete
firm (adj) Use: strong, hard, heavy
firmly (adv) Use: correctly, tightly, satisfactorily
fix (v) Use: attach, set, stable, repair, install
flagged (adj) Use: has a flag
flattened (adj) Use: flat
flaw (n) Use: defect, failure
flush (adj) Use: in line with, does not come out, makes a Continuous surface, smooth
focus (v) Use: put into focus
fold (n) Use: fold (v)
following (adj) Use: follow, subsequent, this these
fore (adj) Use: front
forecast (v,adj) Use: think, make an estimate
forget (v) Use: make sure
form (n) Use: shape form (v) Use: make
fragile (adj) Use: easily damaged
free (v) Use: release
free from (adj) Use: clean, has no xxx
fresh (adj) Use: clear, new, replacement
fulfil (v) Use: do, operate
function (v) Use: operate; move
furnish (v) Use: give, supply
further (adj, adv) Use: more, at a larger distance

G

gain (n) Use: increase
gain (v) Use: get
gap (n) Use: clearance, distance

gauge (v) Use: measure
generally (adv) Use: usually, frequently
generate (v) Use: give, make, supply
generous (adj) Use: by xxx (quantity)
generously (adv) Use: by a large quantity
gentle (adj) Use: carefully, lightly
gradual (adj) Use: slow and continuous
grasp (v) Use: hold
great/er/est (adj) Use: large/er/est
grip (n,v) Use: hold
grow (v) Use: become
guarantee (v) Use: make sure

H

halt (v) Use: stop
halve (v) Use: decrease to half
hand (v) Use: give
handle (v) Use: move, touch, be careful with
happen (v) Use: occur
harmful (adj) Use: dangerous, kill, cause damage
harmless (adj) Use: not dangerous
haul (v) Use: move, pull
hazard (n) Use: dangerous
head (v) Use: point, move, turn
help (n) Use: aid, help (v)
hoist (v) Use: lift
hook (v) Use: attach/catch with a hook
however (adv) Use: but
hygiene (n) Use: clean

I

identical (adj) Use: same
idle (v) Use: operate at minimum power
illegible (adj) Use: can not read
immediate (adj) Use: immediately (adv)
immerse (v) Use: put fully into
imminent (adj) Use: that can occur in a short time
immobilize (v) Use: stop
impair (v) Use: cause damage, decrease
impart (v) Use: apply, give, cause
imperative (adj) Use: must, necessary



implement (v) Use: do, make
importance (n) Use: important
impose (v) Use: put, cause
impossible (adj) Use: can not, not possible
improper (adj) Use: incorrect
improve (v) Use: make better
impurity (n) Use: unwanted material, contamination
inactive (adj) Use: off, stopped
inadvertent (adj) Use: accidental
incipient (adj) Use: start
incline (n) Use: slope
including (pre) Use: thru, together with, and, also
incomplete (adj) Use: not completed
incorporate (v) Use: include, have
increase (n) Use: increase (v)
incur (v) Use: cause
independent (adj) Use: independently
indicate (v) Use: show
indicated (adj) Use: shown
individual (adj, n) Use: each, one, person
induce (v) Use: cause
ineffective (adj) Use: does not have an effect
influence (v) Use: cause
inform (v) Use: tell
information (n) Use: data
ingest (v) Use: eat, drink, go into
ingress (n) Use: go into, entrance
inhale (v) Use: breathe
inhibit (v) Use: prevent, stop
inhibition (n) Use: prevent
initiate (v) Use: start
inject (v) Use: add, put into
injure (v) Use: injury
inoperative (adj) Use: does not operate is off
insert (v) Use: put into, be in
inside (adj,n,prep) Use: inner, in, into
insignificant (adj) Use: not important
inspect (v) Use: make an inspection, examine, look
instability (n) Use: not stable
instead (adv) Use: alternative
instruct (v) Use: tell, write, give
insufficient (adj) Use: not sufficient
insure (v) Use: make sure

integral (adj) Use: is part of
intend (v) Use: must
interchange (v) Use: change
interconnect (v) Use: connect
interfere (v) Use: cause, hit, catch, touch, clearance
interior (n) Use: internal internally
intermediate (adj) Use: between (give limits)
interpret (v) Use: tell, make sure, give
interrupt (v) Use: stop
interruption (n) Use: stop
intersect (v) Use: point, show
intersected (adj) Use: gone through
interval (n) Use: after, gap, distance
inverted (adj) Use: turned, opposite
investigate (v) Use: inspection, find, examine
involve (v) Use: include
inward (adj, adv) Use: in, inner, into
irregularity (n) Use: unusual, defect
isolation (n) Use: isolate
issue (v) Use: come out of

J

job (n) Use: task, work
join (v) Use: bond, put, attach, connect
just (adv) Use: immediately, near

K

kind (n) Use: group
knock (v) Use: hit

L

label (v) Use: identify with a label
lack (n) Use: not, no
laid (adj) Use: put down on, applied
lapse (v) Use: after, when
last (v) Use: continue
later (adj,adv) Use: subsequent, subsequently
latest (adj) Use: last
latter (n) Use: last
lay (v) Use: put down, on



lead (v) Use: go
leave (v) Use: let stay, keep
left hand (adj) Use: left
legible (adj) Use: read, can read
lengthen (v) Use: make longer, increase the length
less (prep) Use: without
liable (adj) Use: that can
liberal (adj) Use: large quantity
lie (v) Use: be
light (v) Use: set, come on
light-up (v) Use: start
limit (v) Use: keep to a limit
limitation (n) Use: limit
limited (adj) Use: limit
linger (v) Use: stay, be
link (v) Use: connect, attach
list (v) Use: show, give, write
load (v) Use: put a load on, install
localize (v) Use: find
locate (v) Use: find, install, engage, put
located (adj) Use: on, in, found, installed
log (v) Use: write
loop (v) Use: make a loop
lose (v) Use: decrease
loss (n) Use: decrease, leak, find
lost (adj) Use: decrease, find
lukewarm (adj) Use: warm

M

magnitude (n) Use: quantity, dimension
main (adj) Use: primary
maintain (v) Use: keep
major (adj) Use: primary, large, most important
man (n) Use: person
maneuverer (v) Use: move, control
manipulate (v) Use: move, adjust
manufacture (v) Use: make
margin (n) Use: edge, allowance, distance, limit, tolerance
mark (v) Use: make a mark
marked (adj) Use: identified
match (v) Use: be in line, make, install

matter (n) Use: material
may (v) Use: can, possible, possibly, not always, think
measurement (n) Use: dimension, quantity, measure
medium (adj) Use: moderately
meet (v) Use: is/are in line, engage, touch
mend (v) Use: repair
mention (v) Use: give
message (n) Use: tell, speak, data, indication, display
method (n) Use: procedure
mid (adj) Use: middle
midway (adv) Use: middle position
might (v) Use: possible, possibly, can, always, think
mild (adj) Use: weak, neutral
minimize (v) Use: keep to a minimum
minor (adj) Use: small, less important
miscellaneous (adj) Use: other
missing (adj) Use: can not find, not there
mistake (n) Use: error
mix (n) Use: mixture
mobile (adj) Use: movable
moderate (adj) Use: moderately
modification (n) Use: change
modify (v) Use: make a modification, change
moisten (v) Use: moist
momentary (adj) Use: momentarily
motion (n) Use: movement

N

nature (n) type
nearly (adv) Use: almost
necessitate (v) Use: must, be necessary
need (v) Use: be necessary
needed (adj) Use: necessary
neither (adj, pn) Use: none
never (adv) Use: not, no
nevertheless (con) Use: but
next (adj) Use: subsequent
next to (pre) Use: adjacent to
nomenclature (n) Use: name
nominally (adv) Use: almost



non- (prefix) Use: that is not xxx
nor (con) Use: not... or
normal (adj) Use: usual, satisfactory, correct, serviceable
note (v) Use: write
noticeable (adj) Use: feel, see, hear, smell
notify (v) Use: tell
notwithstanding (con) Use: although
number (v) Use: give/ have numbers numerically (adv) Use. number

O

observe (v) Use: look, monitor. see, obey
obstruct (v) Use: cause blockage, prevent, clogged, blocked
obstruction (n) Use: blockage
obtain (v) Use: get
occasion (n) Use: possibly, possible, if, occur, when
occupy (v) Use: is/are
occurrence (n) Use: if
often (adv) Use: frequently, usually
old (adj) Use: used, remaining
omit (v) Use: do not do, ignore, make sure
once (adv, con) Use: one time, when
onset (n) Use: start
onto (prep) Use: on
opaque (adj) Use: not transparent

P

package (n) Use: container
partial (adj) Use: not fully
particular (adj) Use: special, applicable, specially
partly (adv) Use: not fully
pass (v) Use: go through, put, be on, more
passage (n) Use: go through, put through
past (prep) Use: around, through
paste (v) Use: bond
pay (v) Use: write, make sure
peel (v) Use: remove
penetrate (v) Use: go into, go through
per (prep) Use: for each, for every (for “as per” Use: refer to)

perfect (adj) Use: satisfactory, correct, serviceable, permitted
perforated (adj) use; has holes through
perform (v) Use: do or commanding verb construction
period (n) Use: time
periodically (adv) Use: at regular times
permissible (adj) Use: permitted, satisfactory
perpendicular (adj) Use: vertical
persist (v) Use: continue
persistent (adj) Use: constant, regular, continued, many
personnel (n) use; persons
personal (adj) Use: persons, you, your
pick up (v) Use: collect, catch
pierce (v) Use: go through/in, make a hole in
pinch (v) Use: hold tightly
place (n) Use: location, position
place (v) Use: put
plan (n) Use: procedure, program, data, schedule
plan (v) Use: schedule
plot (v) Use: make a graph
poor (adj) Use: unsatisfactory, defective, incorrect
pop (v) Use: come. move, open suddenly
portion (n) Use: piece, part
position (v) Use: put, set, install
possibility (n) Use: possible
postpone (v) Use: do not
potential (adj) Use: can, possible
pour (v) Use: put
practice (n) Use: procedure
precede (v) Use: come/ do before
preceding (adj) Use: before
precise (adj) Use: accurate, correct, precision
preferable (adj) Use: better, possible, recommend
preliminary (adj) Use: before, initial
premature (adj) Use: before the usual time
preparatory (adj) Use: prepare
prescribe (v) Use: write, give, approved
presence (n) Use: be
present (adj) Use: be
present (v) Use: give, show



preserve (v) Use: keep from damage, prevent damage to, do the preservation procedure
preset (adj, v) Use: set
press (v) Use: push
prevail (v) use; is/are, usual
previous (adj) Use: again, before
primarily (adv) Use: primary
principal (adj) Use: primary
prior to (prep) Use: before
probe (v) Use: feel, examine
proceed (v) Use: continue
process (v) Use: send, do
process (n) Use: procedure, step
produce (v) Use: give, cause
product (n) Use: material, mixture
program (v) Use: do, schedule, program (n)
progress (n, v) Use: continue, move
progressive (adj) Use: continuous, step by step, increase
progressively (adv) Use: in steps, slowly, continuously
prohibit (v) Use: prevent, tell, do not
project (v) Use: continue, show, make a projection
prolonged (adj) Use: long
prompt (adj) Use: immediately, fast
propagation (n) Use: become larger
proper (adj) Use: correct, correctly, approved
proportional (adj) Use: in proportion
protect (v) Use: prevent, seal
protected (adj) Use: protection
protective (adj) Use: prevent
protrude (v) Use: be above, come out of
prove (v) Use: show, make sure
provide (v) Use: give, supply
provided (con) Use: if, when
providing (con) Use: if, when
provision (n) Use: have, be, possible, can
provisional (adj) Use: temporary
proximity (n) Use: near
purge (v) Use: remove
purify (v) Use: clean
purpose (n) Use: cause

Q

qualified (adj) Use: approved
questionable (adj) Use: not sure
quick (adj) Use: fast, quickly
quote (v) Use: give

R

raise (v) Use: lift, increase, retract
random (adj) Use: at any time
rapid (adj) Use: fast
rapidly (adv) Use: quickly
rated (adj) Use: given, specified, correct
reach (v) Use: have
reaction (n) Use: force, effect
reading (n) Use: indication, value, show
readjust (v) Use: adjust
ready (v, adj) Use: prepare
reappear (v) Use: come into view, show
reason (n) Use: cause, because
reassemble (v) Use: assemble
rebuild (v) Use: assemble, make
recede (v) Use: go down
recheck (v) Use: do a check
reckon (v) Use: calculate
reclaim (v) Use: keep, get back, remove
re-close (v) Use: close
recognize (v) Use: find, know
recommendation (n) Use: instruction
reconnect (v) Use: connect
record (v) Use: write
recover (v) Use: keep, get back, remove
rectify (v) Use: repair, make correct, adjust
recur (v) Use: occur
reduce (v) Use: decrease
reduction (n) Use: decrease, small
reference (n) Use: refer to
referenced (adj) Use: identified, given, specified
register (v) Use: show, move
regulate (v) Use: control
regulation (n) Use: adjustment
reinforce (v) Use: make stronger
rejection (n) Use: reject



relate (v) Use: have a relation
relative (adj, -ly (adv) Use: related, their, its
relay (v) Use: tell
relevant (adj) Use: related, their, its
reliable (adj) Use: satisfactory
relieve (v, adj) Use: release, decrease
remain (v) Use: stay
remedy (n, v) Use: repair, make correct
remember (v) Use: write
remnant (n) Use: remaining
remote (adj) Use: far
removable (adj) Use: that you can remove
render (v) Use: make
renew (v) Use: put, use
renovate (v) Use: repair, make clean
repeat (v) Use: do, make, operate
repeated (adj), -ly (adj) Use: again
replenish (v) Use: refill, add
report (v) Use: tell
reposition (v) Use: put, install
represent (v) Use: show
request (n, v) Use: tell, write
require (v) Use: be necessary
requirement (n) Use: necessary
residual (adj) Use: remaining, other
residue (n) Use: remaining
resolve (v) Use: find a solution, make a decision
respective (adj) Use: related, their, its, correct
respond (v) Use: operate
responsible (adj) Use: approved, must
rest (n, v) Use: remaining, is/are
restart (v) Use: start
restore (v) Use: put back, repair, paint
restrain (v) Use: hold, limit, prevent
restrict (v) Use: decrease, limit, held, prevent, only
result (v) Use: cause resulting (adj) Use: caused
resume (v) Use: start
retain (v) Use: keep, safety
return (n, v) Use: put, send, go
reusable (adj) Use: can use again
reuse (v) Use: use
reveal (v) Use: show
reverse (v) Use: turn

reverse (adj) Use: opposite
review (n) Use: examine, look
right-hand (adj) Use: right
rim (n) Use: edge, Range
rinse (v) Use: remove, flush
ripped (adj) Use: damaged
rise (n, v) Use: increase
roll (v) Use: move, use a roller
rope-off (v) Use: put ropes around
rotary (adj) Use: turn
rotate (v) Use: turn
rotation (n) Use: turn
roughen (v) Use: make rough
round (adj) Use: circular
routine (adj) Use: regular, usual
rule (n) Use: usually
run (n, v) Use: operate

S

safeguard (v) Use: make sure
salvage (v) Use: keep, collect, repair
sample (v) Use: get, remove
satisfy (v) Use: get, occur
save (v) Use: keep
scan (v) Use: make a scan, inspection, examine
scrap (v) Use: discard
scrape (v) Use: remove
scratch (v) Use: have/ cause scratches
screw (v) Use: install, turn, attach with a screw
scrub (v) Use: clean, remove
scrupulous (adj) Use: fully
sealing (n) Use: seal
search (v, n) Use: look for, examine
seat (v) Use: put, install, touch, engaged
secure (adj) Use: attach, install, safety, connect
seek (v) Use: look for, get
seem (v) Use: look as if
seized (adj) Use: can not move, can not turn, caught
select (v) Use: set
separate (adj) Use: disconnected, divided, not attached
separate (v) Use: move apart, isolate



serious (adj) Use: bad, important, dangerous
serve (v) Use: control, do
setting (n) Use: adjustment, position, move, set
settle (v) Use: stop, go to the bottom
sever (v) Use: cut
several (adj) Use: different (give range, quantity, number)
severe (adj) Use: bad, dangerous
shall, should (v) Use: must
shape (v) Use: make in the shape
sharply (adv) Use: quickly, suddenly
shift (v) Use: move, change
shorten (v) Use: make shorter, decrease the length
should (v) Use: must, if
shrink (v) Use: make/ become smaller
shutdown (n, v) Use: stop, close
sight (n, v) Use: view, see, look, point, examine
signal (v) Use: tell, give a signal
significant (adj) Use: important
silence (v) Use: operate, stop, hear
similar (adj) Use: almost the same, equivalent
simple (adj) Use: easy
simply (adv) Use: easily, only
simulated (adj) Use: equivalent
simultaneous (adj) Use: at the same time
single (adj) Use: one
sit (v) Use: be on/ against, touch
situate (v) Use: location, is/are
size (n) Use: dimension
skilled (adj) Use: approved
slack (adj, n) Use: loose
slacken (v) Use: loosen, release
slap (v) Use: hit slide (v) Use: move
slight (adj) Use: small, light, lightly, almost
slip (v) Use: remove, move
slotted (adj) Use: has slots
slow down (v) Use: decrease the speed
smear (v) Use: put apply
smooth (v) Use: make smooth
snag (n) Use: failure, defect
snag (v) Use: catch
snap (v) Use: move suddenly
sniff (v) Use: smell

soften (v) Use: be/become soft
softly (adv) Use: with a small amount of force
soiled (adj) Use: dirty
solidify (v) Use: become solid
soluble (adj) Use: becomes a liquid in
solve (v) Use: find out
sometimes (adv) Use: not always, possible, possibly
sort (v) Use: put into groups
sort (n) Use: type
space (v) Use: put apart
spacing (n) Use: distance
sparingly (adv) Use: small quantity
spark (v) Use: make sparks
specific (adj) Use: special, specified
specify (v) Use: give, show, tell, write
speech (n) Use: voice, speak
spill (v) Use: fall, flow on to, leakage
spin (v) Use: turn quickly
splice (v) Use: make a splice, attach
split (v, adj) Use: divide, break, open
spontaneous (adj) Use: sudden, automatically
spot (n) Use: mark, stain, point, position, location
spot (v) Use: see, find
spray (v) Use: apply with a spray gun
spread (v) Use: apply
spring (v) Use: move suddenly, move quickly spuri-
ous (adj) Use: unwanted, incorrect
squarely (adv) Use: at 90 degrees to
squeeze (v) Use: move, hold
stability (n) Use: stable
stabilize (v) Use: become stable
stage (n) Use: step, time
stagnate (v) Use: increase, decrease
stained (adj) Use: stain, dirty
stamp (v) Use: make/have a mark, identify
stand (v) Use: move/stay away
standard (adj) Use: usual, approved
state (n) Use: condition
state (v) Use: tell
static (adj) Use: stopped, stable
station (v) Use: put
stationary (adj) Use: stopped, stable
steady (add) Use: stable, continuously



steep (adj) Use: x degrees
steer (v) Use: move
stencil (v) Use: write
stick (v) Use: bond, attach
sticky (adj) Use: tacky
stiff (adj) Use: rigid, will not turn/move
stiffness (n) Use: move, turn
still (adj) Use: stay, move, turn, no motion
stimulate (v) Use: increase
stipulated (adj) Use: given, approved, specified
stir (v) Use: mix
storage (n) Use: keep
store (v) Use: keep, put
stout (adj) Use: strong, solid
stow (v) Use: put, keep
straighten (v) Use: make/become straight
strain (v) Use: put, cause damage
stress (v) Use: put force, stressed (adj)
stretch (v) Use: extend, pull, make larger
strike (v) Use: hit
strip (v) Use: remove
striped (adj) Use: show/have lines
subject (v) Use: apply, make, cause, do
submerge (v) Use: put into
submit (v) Use: make, send, do
subsequent to (pre) Use: after
substance (n) Use: agent, material
substitute (adj, n, v) Use: alternative, replace, replacement
subtraction (n) Use: decrease, subtract
successive (adj) Use: one after the other
suggest (v) Use: tell, talk, recommend
suit (v) Use: agree, be satisfactory for, adapt, adjust
suitable (adj) Use: applicable, correct, correctly
sum (v) Use: add, calculate
superimpose (v) Use: move on top of, align with
support (n, v) Use: hold
surplus (adj) Use: too much, not necessary, not used
surrounding (adj) Use: adjacent, near, on all sides
survey (v) Use: make an inspection, examine
suspect (adj, v) Use: think, incorrect, unsatisfactory
suspend (v) Use: hang, stop
swallow (v) Use: drink, eat

sweep (v) Use: make a scan
sweep (n) Use: scan
swing (v) Use: move, calibrate
switch (v) Use: set, turn, push the switch
synchronize (v) Use: align, adjust, synchronized

T

tabulate (v) Use: write
take (v) Use: move, remove, read, get, follow, do
talk (v) Use: speak, tell
tampered (adj) Use: moved, changed, adjusted
tape (v) Use: put/use tape
taped (adj) Use: attached, connected, closed with tape, written on magnetic tape
taut (adj) Use: tight
tear (v) Use: be damaged
technique (n) Use: procedure
tend (v) Use: cause
tension (v) Use: tighten, cause tension
terminate (v) Use: stop complete
test (v) Use: do a test
themselves (pn) change construction (give the name of item)
theoretical (adj) Use: theory
therefore (adv) Use: thus
thin (v) Use: add, mix, make thin
thorough (adj) Use: full, fully
threaten (v) Use: be possible, look as if
throughout (prep) Use: during
throw (v) Use: fall, hit, discard
tie (v) Use: attach, hold
till (con) Use: until
tilt (v) Use: move/put at an angle
time (v) Use: measure the time
tip (v) Use: move, put
tip (n) Use: end, point
tone (n) Use: sound
torn (adj) Use: damaged
touch (n) Use: touch (v)
towards (prep) Use: to
toxic (adj) Use: dangerous, can kill, poisonous
trace (n, v) Use: find, sign



track (v) Use: find, monitor
trained (adj) Use: approved
transfer (n) Use: movement, supply
transfer (v) Use: move, put, give, transmit
transform (v) Use: change
transition (n) Use: change
transport (v) Use: move
trapped (adj) Use: caught
travel (v) Use: move
traverse (v) Use: move
treat (v) Use: put, use, apply, prepared
treatment (n) Use: paint, apply, layer
trigger (v) Use: start, cause
trim (v) Use: cut, move, adjust
trip (v) Use: open, go, release
triple (adj) Use: three
true (adj) Use: correct
tuck (v) Use: put
twice (adj, adv) Use: two times
typical (adj) Use: usual, example

U

unable (adj) Use: can not
unattached (adj) Use: not attached, loose
unauthorized (adj) Use: not approved
uncap (v) Use: remove
unclamp (v) Use: remove, loosen, release
unclean (adj) Use: not clean, dirty
unclip (v) Use: remove
uncoil (v) Use: wind off
uncontaminated (adj) Use: clean, not dirty
uncouple (v) Use: loosen, become loose
uncovered (adj) Use: without a cover, without protection
underhanded (adj) Use: not necessary, unwanted, caused without input
under (prep) Use: below, less than, lower than
underneath (prep) Use: below
underside (n) Use: bottom
undertake (v) Use: commanding verb construction
undesirable (adj) Use: not necessary, unwanted
undo (v) Use: release, loosen
undue (adj) Use: not necessary, too much, more
uneven (adj) Use: not smooth, not symmetrical, not flat
unfilled (adj) Use: not filled
unfold (v) Use: open
uniform (adj) Use: constant, same, equal, correct
unimportant (adj) Use: not important
unintentional (adj) Use: accidental, accidentally
unlatch (v) Use: release open
unlimited (adj) Use: no limit
unload (v) Use: remove, release
unloaded (adj) Use: removed, no load on
unlock (v) Use: release, open
unlocked (adj) Use: not locked, open
unnecessary (adj) Use: not necessary
unobstructed (adj) Use: not clogged, free, clear
unpainted (adj) Use: not painted
unplug (v) Use: remove, disconnect
unprotected (adj) Use: no protection
unravel (v) Use: wind off
unreel (v) Use: wind off
unrestricted (adj) Use: no limit, free
unsafe (adj) Use: not safe, dangerous
unscrew (v) Use: remove, release, loosen
unseat (v) Use: remove, open, operate
unshielded (adj) Use: has no shield
unstable (adj) Use: not stable
unusable (adj) Use: can not be used, not serviceable
unused (adj) Use: not used, new
unwind (v) Use: wind off, removed
unworked (adj) Use: not worked
up (adj) Use: up (adv)
up to (prep) Use: until, as far as, as much as, thru
upon (prep) Use: on, when
upper (adj) Use: higher, top
uppermost (adj) Use: highest upright (adj) Use: vertical
upwards (adv) Use: up
urgent (adj) Use: immediately, important, quickly
usage (n) Use: use
utilization (n) Use: use
utilize (v) Use: use
utmost (adj) Use: much, large



V

valid (adj) Use: correct, satisfactory, that can be used
vaporize (v) Use: make into gas, become gas
variable (adj) Use: change, adjust
varied (adj) Use: different, changed
various (adj) Use: different, more than one, all
vary (v) Use: change, adjust
ventilate (v) Use: be open to the air
ventilation (n) Use: air
verbal (adj) Use: tell, hear
verify (v) Use: make sure
via (prep) Use: through
vibrate (v) Use: shake
vice versa (adv) Use: opposite, sequence changed
vicinity (n) Use: near
view (v) Use: see
vigorous (adj) Use: fast, heavy, strong, with much force
visible (adj) Use: see, look
vital (adj) Use: important, necessary

W

wait (v) Use: stop
walking (adj) Use: slow, slowly (give speed)
want (v) Use: be necessary
warm (v) Use: become warm
warn (v) Use: tell
wash (v) Use: remove, clean
waste (adj) Use: used, of no value, not necessary
waste (n) Use: unwanted/discarded material
watch (v) Use: monitor; look
watertight (adj) Use: sealed
way (n) Use: procedure, cause
weakness (n) Use: weak
well (adv) Use: good, satisfactorily, correctly
whenever (con) Use: when
whether (con) Use: if
whichever (pn) Use: which
whilst (con) Use: while, although
whoever (pn) Use: who
whole (adj) Use: all, full

wholly (adv) Use: fully
whose (pn) Use: of which
wide/er/est (adj) Use: large/er/est
wipe (v) Use: make clean, make dry, rub
wire (v) Use: connect
withdraw (v) Use: remove
within (prep) Use: in, in less than, in... or less
withstand (v) Use: go through satisfactorily, be resistant to
work (v) Use: do
would (v) Use: will
wrap (v) Use: wind
wrapped (adj) Use: wound
wrong (adj) Use: incorrect, unsatisfactory

Y

yet (con) Use: but

Z

zero (v) Use: adjust to zero, be at zero