

Showy	Simple
Constitutes	Makes up
Component	Part
Utilisation	Use
Mandatory	Required
Cogitate	Think about
Perultimate	Last but one
Obviate	Make Unnecessary
Proximo	Next Month

### Your Task –1

Rewrite the following using simple, everyday words

Sl. No.	Showy	Simple
1.	Congigent	
2.	Comprehend	
3.	Comprised	
4.	Corroborate	
5.	Deliberate upon	
6.	Disburse	
7.	Nominal	
8.	Originate	
9.	Ultimo	
10.	Proclivity	
11.	Ratify	
12.	Rationale	
13.	Remunerate	
14.	Scrutinize	
15.	Ultimate	
16.	Inter-alia	
17.	Notwithstanding	
18.	Wherewithal	

The following expressions contain deadwood/redundancies. Rewrite them not only to remove deadwood/redundancies but to make these expressions easy to read and understand.

1. it is our opinion that
2. True facts
3. We held a meeting for the purpose of
4. Prompt and Speedy
5. At this point in time
6. Vitally essential
7. During the course of our conversation
8. Assemble together
9. In the event that we find ourselves in disagreement
10. Consensus of opinion
11. The trouble with the new form is that it was improperly designed in the first place.
12. 8.30 a.m. in the morning
13. We limited our discussions to only the basic essentials.
14. In this connection we would like to point out that the discrepancy that exists in our planning is
15. Repeat again
16. She is a person who does an excellent job as a programme
17. Revert back
18. The main consideration is a matter of time
19. Please plan in advance to present your recommendations when the next meeting is held.
20. We seldom ever have occasion to ask anyone to work overtime after office hours.

## Answers to Activity I

S.No.	SHOWY	SIMPLE
1.	Cognizant	Aware of
2.	Comprehend	See, understand
3.	Comprised	Made up of
4.	Corroborate	Confirm
5.	Deliberate upon	Think about
6.	Disburse	Pay
7.	Nominal	Small, Little
8.	Originate	Start, Begin
9.	Ultimo	Last month
10.	Proclivity	Leaning
11.	Ratify	Approve, confirm
12.	Rationale	Basis, Reason
13.	Remunerate	Pay
14.	Scrutinize ,	Examine, Inspect, Look at
15.	Ultimate	Final
16.	Inter-alia	Among other things
17.	Notwithstanding	In spite of
18.	Wherewithal	Necessary resources

## Answers to Activity II

1. We believe that
2. Facts
3. We met to
4. Prompt or speedy
5. Today or Now
6. Vital or Essential
7. In our conversation
8. Assemble
9. If we disagree
10. Consensus
11. Firstly, the new form was improperly designed
12. 8.30 A.M
13. We discussed only the basic essentials
14. The discrepancy in our planning is
15. Repeat
16. She is an excellent programmer
17. Revert
18. The consideration is time
19. Please plan to present your recommendations at the next meeting
20. We seldom ask anyone to work after office-hours