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Public Speaking and Interaction

AFH 33-337, *Tongue and Quill*

HOW TO EFFECTIVELY USE YOUR VOICE

As an Honor Guard member, there will be times when you must speak to the public and interact with them. This is part of the image you present as an Honor Guard member. It is the part of your image that completes the polished, accomplished demeanor of an Honor Guard member.

In school, which teachers hold your attention? How do those teachers use their voices to get a point across? Do they use a monotone, never changing the sound of their voices? How effectively do you use your voice to drive home your ideas or information? You have control over rate, volume, pitch, and pause. So ... use your voice to create interest in what you are saying. Your voice can help you in the following ways.

RATE. There is no correct rate of speed for every time you speak. However, you might consider this: People can listen 4 to 5 times faster than the normal rate of 120 words per minute. If you speak too fast, your speech will be unintelligible, and if you speak too slowly, your meaning will suffer. Remember: you cannot change the speed of lightning, but you can vary your rate of speech to keep from losing the audience's attention—a faster rate suggests excitement or sudden action, and a slower rate hints at calm or fatigue. Use the rate of speech that you need to add emphasis to what you want to say during your presentation.

VOLUME. Volume is another verbal technique that can give emphasis to your speaking voice. Speak louder or softer to emphasize a point—a softer level or lower volume is often the more effective way to achieve emphasis.

PITCH. To use pitch effectively, you need to practice the talents of a singer. Pitch is really the use of notes (higher and lower) in voice range. Start by speaking in a voice range that is comfortable for you, and then move up or down your scale for emphasis, using pitch changes in vowels, words, or entire sentences. You can use a downward (high to low) inflection in a sentence for an air of certainty and an upward (low to high) inflection for an air of uncertainty. Variety in speech pitch helps to avoid monotone and rivets the listeners' attention.

PAUSE. The pause gives you time to catch your breath, and the person you are speaking with time to collect your ideas. The important question is this: Where? Pauses serve the same function as punctuation in writing. Short pauses usually divide points within a sentence, and longer pauses note the ends of sentences. You can also use longer pauses for breaks from one main point to another. A pause may seem long to you, but it's usually much shorter than you think . . . and your audience will appreciate it. However, don't get pause-happy and make yourself sound choppy.

ARTICULATION AND PRONUNCIATION. There are other points in your speaking: articulation and pronunciation; both indicate your oral command of the English language. Articulation is the art of speaking intelligibly and making the proper sounds with the lips, jaw, teeth, and tongue. Of course, you can properly articulate a word and still mispronounce it. Unfortunately (and unfairly), many people consider word pronunciation or mispronunciation a direct reflection on your intelligence. If you are not sure of your pronunciation, consult a current dictionary.

Listen to yourself, and make your words distinct, understandable, and appropriate to your audience. Be careful of your language: swearing, slang, off off-color jokes, profanity, and sloppy speech patterns . . . your professional image (and possibly your message) could be destroyed.

LENGTH. The length of your presentation is crucial. Consequently, the basic foundation under all the points on how to organize and present your verbal communications is the admonition—**be brief and concise**. There are a few people who will tolerate a briefer or speaker who wastes the audience's time. Take time to have your thoughts together before you speak; know what you want to say, and then say it.

NONVERBAL COMMUNICATION

SWEATY PALMS SYNDROME. You must always be prepared to overcome stage fright. So-called stage fright is often nothing more than a speaker's misdirected awareness. To overcome stage fright and to put your best foot forward . . . or at least how to fool your audience . . . here's a checklist.

1. Analyze the person you are speaking with: listening traits, needs, desires, behaviors, educational background.
2. Practice, Practice, Practice. Using a tape recorder, a video camera, a full-length mirror, or even your peers can be really helpful. Try doing a "dry run" at honor guard practices, your unit, and at home. Get friends or family members to interview you or to ask questions that you might encounter.
3. Adopt a positive attitude. Keep your nervousness to yourself . . . chances are the person you are talking with won't even notice if you don't mention it.
4. Take a deep breath, and survey those around you.
5. Deliver your message. Focus your attention where it belongs . . . not on yourself.
6. Make eye contact and look for feedback. Play your audience. Let them know you are looking at and talking to them. It holds their attention. Looking away loses your listeners—you can't keep their interest if you don't know they are bored!
7. Involve your audience by soliciting their answers and information.

8. Enhance your presentation through creative use of newspaper clippings, appropriate quotes and relevant, self-deprecating experiences to get a point across.
9. Use your excess energy naturally: facial expressions and pertinent gestures. Use your facial expressions, hands, and arms to reinforce your speech and your points of emphasis—just don't overdo them. Leaning on someone, rocking back and forth or side to side, or slouching on one leg and then the other is never a positive way to use your excess energy.
10. Looking good builds confidence and builds your credibility with the audience. Do you need a haircut? Is your uniform pressed? Your ribbons, name tag and insignia attached correctly? Your buttons buttoned? Your shoes shined? Are you standing erect and feeling alert, but relaxed? Don't create any negative barriers!

EXTEMPORANEOUS & IMPROMPTU

According to *Merriam Webster's Collegiate Dictionary*, extemporaneous is defined as "Composed, performed or uttered on the spur of the moment; IMPROMPTU, carefully prepared but delivered without notes or text."

The Quill's First Speaking Dictionary states that extemporaneous "Appeared spontaneous but preceded with detailed planning, outlining and practicing; not delivered by rote memory. Opposite of impromptu speaking since considerable time exists to prepare."

Webster doesn't distinguish between extemporaneous and impromptu speaking. Who can blame him—he was a writer—not a speaker! **Extemporaneous** speaking refers to those times when we have ample opportunity to prepare. This doesn't mean we write a script and memorize it, but it does require a thorough outline with careful planning and practicing. The specific words and phrases used at the time of delivery, however, are basically spontaneous and sound natural. Even if there are only a few seconds to prepare, mastery of the six-step checklist should give you, the speaker, the ability to put your thoughts in coherent order, to judge the audience, and to decide on your main points and support. A few lines on a notepad or a few seconds of serious thought prepares you for that successful communication.

Impromptu speaking, on the other hand, occurs when we respond during a meeting or "take the floor" at a conference. It's what we do when we speak publicly without warning or on a few moments' notice. To do it well requires a great amount of self-confidence, and mastery of the subject and the ability to "think on your feet." A superb impromptu speaker has achieved the highest level in verbal communications.

Actually, when you're not listening, sleeping, or thinking, you're spending most of your time in extemporaneous or impromptu speaking. The big difference comes when we get up in front of a group or a senior decision maker to present our ideas. Assuming you have your stuff together (a *crucial* assumption), the more often you speak in front of or with a group, the more self-

confident you become. High confidence and thorough knowledge of your subject are important prerequisites for extemporaneous or impromptu speaking.

DO'S AND DON'TS

Remember, speak clearly, know your subject, and have your facts correct; keep your statements brief, speak directly to the person you are talking with, show interest in what he or her is saying to you, present a positive and confident image, and look the best you can. Please, do not chew gum while talking to someone. Also, don't swear, use slang, tell off-color jokes, use profanity or sloppy speech patterns, and never make a nuisance of yourself. The thought to keep in the forefront at all times is "I am a representative and ambassador for all of Civil Air Patrol." You follow these simple rules, and you will do just fine.

Simpler Words and Phrases

<i>Instead of</i>	<i>Try</i>
a great deal of	much
a minimum of	at least
a number of	some, many, few
a period of (2 days)	for
abandon	give up
abet	help, assist, aid
abeyance (hold in)	delay, postpone, wait
abridge	shorten, condense
abrogate	do away with, abolish, cancel, revoke
accelerate	speed up, hasten
accept	take, receive
accommodate	make fit, make room for, allow for
accompany	go with
accomplish	carry out, do, complete
accomplish (a form)	fill out, complete, produce, fill in, make out, prepare
according to (an instruction)	per
accordingly	so, then, therefore
accrue	add, gain
accumulate	gather, amass, collect
accurate	correct, exact, right
achieve	do, make
achieve the maximum	get the most from, excel
acquire	get, gain, earn, win
activate	start, drive, put into action, turn on
active consideration (to give)	consider
activities	actions
actual	real, true
actual emergency	emergency
actual facts	facts
actuate	induce, move, drive, impel

<i>Instead of</i>	<i>Try</i>
additional	added, more, other, further
address	speech, speak of, speak to, deal with (a problem)
adequate	enough, plenty
adjacent to	next to
advanced plans	plans
advantageous	helpful, useful, favorable, beneficial, good
adverse to	against, opposed to
advise	recommend, tell, inform
advised (keep me)	informed (or "inform me")
affirmative (answer in the)	agree, assent to, say "yes"
affix	put, stick, attach, place, add
affix a signature	sign
afford an opportunity	allow, let, permit
after the conclusion of	after
agency	office
aggregate	all, total, sum, combined, whole, entire
aircraft	plane
all of	all
allegation	charge, claim, assertion
alleviate	ease, relieve, lessen
allotment	share, portion
along the lines of	like, similar to
alter, alteration	change
alternative	choice, option, substitute
amalgamate	merge, combine, unite, mix
ambient	surrounding

<i>Instead of</i>	<i>Try</i>
ameliorate	better, improve
and/or	and, or (use whichever fits; if both fit, use both)
annually	yearly
antedate	precede
anticipate	expect, foresee
antipathy	dislike, distaste
antithesis	opposite, contrast
anxiety	fear
any or	any
apparent	clear, plain, visible
apparently	seemingly, clearly
appear	seem
appellation	name
append	add, attach
applicable	which applies, proper, correct, suitable
application	use (noun)
appreciable	many
appreciate	value
apprise	tell, inform
appropriate	proper, right, apt, suitable, pertinent, relevant (do delete it), fit
approximately	about, nearly, almost
are desirous of	want to
are in receipt of	received
as a matter of fact	in fact
as a means of	to
as against	against
as and when	as, when (not both)
as at present advised	as advised
as of (this date)	by (today), today
as prescribed by	under, per
as to whether	whether, if
ascertain	find out, learn, make sure
assert	claim, declare
assimilate	absorb, digest, join, include
assist, assistance	aid, help

<i>Instead of</i>	<i>Try</i>
at a later date	later
at a much greater rate	faster, more quickly
at all times	always
at an early date	soon
at present	now, currently, presently
at such time	when
at the present time	currently, at present, now
at the time of	when
at this juncture (time)	now
at this time	now
at your earliest convenience	as soon as you can
attached herewith is	here's
attached please find	here's, attached is, enclosed is
attain	reach, gain, achieve
attempt	try
attempts to	tries
attention is invited to	note, see
attired	dressed
augment	add, increase, extend, enlarge, expand, raise
authored	wrote
authoritative	valid, official
authority	sanction, control, guidance
authorize	allow, let, permit, empower, prescribe
autonomous	independent
avail yourself of	use
availability	presence, use
based on the fact that	because
be acquainted with	know
be cognizant of	know
be of assistance to	assist, help, aid
befall	happen, occur
behest	request, order
behoove	(avoid this pompous

<i>Instead of</i>	<i>Try</i>
	term)
benefit	help
bestow	give
betterment	improvement
biannual	twice a year
biennial	once in 2 years
bilateral	two sided
bona fide	real, genuine, sincere
brief (in duration)	short, quick, brief
brook (interference)	allow
burgeoning	increasing, growing
by means of	by, with
by virtue of	because, by, under
came to an end	ended
cannot	can't
capability	ability
capable	able
care should be taken	be careful, take care
category	class, group
characteristic	trait (noun), typical of (adjective)
characterize	describe, portray
circuitous	roundabout
classify	arrange
close proximity	close, near
cognizant of	aware of, know, understand, comprehend
coincidentally	at the same time
collaboration	(see "cooperation")
colloquy	discussion, talk
combine	join
combined	joint
comes into conflict	conflicts
commence	begin, start
commensurate	equal to, to agree with
commensurate with	corresponding to, equal to, to agree with, according to
communicate verbally	talk, discuss, say, tell
compensate (compensation)	pay

<i>Instead of</i>	<i>Try</i>
comply (with)	follow, carry out, meet, satisfy
component	part
comprehend	grasp, take in, understand
comprehensive	all-inclusive, through
comprise	form, include, make up, contain
comprised of	made up of, consists of
concerning	about, on
conclude	close, end, think, figure, decide
conclusion	end
concur	agree, approve
condition	state, event, facts
conduct (verb)	carry out, manage, direct, lead
confront	face, meet, oppose
conjecture	guess
connection	link, tie
connotation	meaning
consensus of opinion	agreement, verdict, general, view
consequently	so, therefore
consider	look at, think about, regard
considerable (amount)	large, great
consolidate	combine, join, merge
constitutes	is, forms, makes up
construct	build, make
consult	ask
consummate	finish, complete
contained in	in
containing	has, that have, etc.
contains	has
contemporaneously	at the same time
contiguous	next to, near, touching
continue	keep on
contractual agreement	agreement, contract

<i>Instead of</i>	<i>Try</i>
contribute	give
cooperate	help
cooperate together	cooperate
cooperation (in)	jointly, with
coordination	staff action, relate, agree, conform
couched	phrased, worded
course of time	time
criteria	standards, rules, yardsticks
criterion	standard, norm
currently	now (or leave out
de-emphasize	play down
decelerate	slow down, reduce speed
deem	think, judge, hold, believe
deficiency	defect, shortage, lack
definitize	make definite
delegate authority	empower, assign
delete	cut, drop
delineate	draw, describe, portray, outline
delinquent	late
demeanor	manner, conduct
demise	death
demonstrate	prove, show, explain
depart	leave
depict	describe, show
deprivation	loss
deprive	take away, remove, withhold
derive	receive, take
derogatory	damaging, slighting
descend	go down
designate	appoint, choose, name, pick, assign, select
desire	wish, want
detailed	more, full
deteriorate	run down, grow worse
determination	ruling
determine	decide, figure, find

<i>Instead of</i>	<i>Try</i>
detrimental	harmful
develop	grow, make, take place
dialogue, dialog	talk, discussion
dichotomy	split, separation
difficult	hard
dimension	size
diminish	drop, lessen, reduce, decrease
disadvantage	drawback, handicap
disallow	reject, deny, refuse
disclose	show, revel, make known
discontinue	drop, stop, end
disseminate	issue, send out, pass out, spread, announce, get out
distribute	spread, share, allot
divulge	make known, reveal
do not	don't
donate	give
downward adjustment	decrease
due in large measure	because, due to
due to the fact that	because of, hence, since, due to
duplicate	copy
duration	time, period
during such time	while
during the periods when	when
echelon	level, grade, rank
edifice	building
educator	teacher, trainer
effect (verb)	make, cause, bring about
effect an improvement	improve
effectuate	carry out, put into effect
elaborate (on)	expand on, develop
elapsed (time has)	passed
elect	choose, pick
elementary	simple, basic

<i>Instead of</i>	<i>Try</i>
elevated	height, altitude
elicit	draw out, bring out, prompt, cause
eliminate	cut, drop, end, remove, omit, delete
elimination	removal, discarding, omission
elucidate	explain, clarify
emanates	emits, comes from, gives out
emphasize	stress, point out
employ	use
enable	let
encompass in	include, enclose
encounter	meet, find, meeting
encourage	urge, promote, favor, persuade
end product	result, product, outcome
end result	end, result, outcome
endeavor	try, effort, action
enhance	increase, raise, heighten, improve
ensue	follow, result
ensure	make sure, see that
enumerate	count, list
envisage	picture, view, have in mind, regard
equally as	as
equanimity	poise, balance
equitable	fair, just
equivalent	equal
eradicate	wipe out, remove, destroy, erase
erroneous	wrong, mistaken
especially	chiefly
essential	basic, necessary, vital, important
establish	set up, prove, show, make, set, fix
estimate	conclude, appraise, judge
evaluate	check, rate, test, fix the value of,

<i>Instead of</i>	<i>Try</i>
	measure, analyze, think about, price
evaluation	rating
eventuate	result
every effort will be made	(i/you/we/they) will try
everybody, everyone	each, all
evidence	fact
evidenced	showed
evident	clear, plain, obvious
evince	show, display, express
evolution	change, growth
exacerbate	make more severe, violent or bitter; to make worse; to aggravate
examination	checkup, test, check search, questioning
examine	check, look at, test, study, inspect, look into
exceedingly	notable, extremely, very
excessive	too much, too many
execute	sign, perform, do act
exercise (authority)	use
exhaustive	thorough, complete
exhibit	show, display
exigency	urgent demand, urgent need, emergency
exorbitant	too much, abnormal
expedite	hurry, rush, speed up, fast, quick, hasten
expeditious	fast, quick, prompt, speedy, exercise care, watch out, take care, use care
expend	pay out, spend, use
expendable	normally used up or consumed, replaceable

<i>Instead of</i>	<i>Try</i>
expenditure	(see "expense")
expense	cost, fee, price, loss, charges
experience has indicated	experience shows, learned
experiment	test, try, trial
expertise	expert opinion, skill, knowledge
explain	show, tell
expostulate	demand, discuss, object
extant	existing, current
extend	spread, stretch
extensive	large, wide
extenuating	qualifying, justifying
external	outer
extinguish	quench, put out
fabricate	construct, make, build, invent
facilitate	ease, help along, make easy, further, aid
factor	reason, cause
failed to	didn't
familiarity	knowledge
familiarize	inform, learn, teach
fatuous numskull	jerk
feasible	possible, can be done, workable, practical
females	women
final	last
finalize	complete, finish, conclude, end
firstly	first
foe	enemy
for example	such as
for the purpose of	for, to
for the reason that	because, since
for this reason	so
for your information	(usually not needed)
forfeit	give up, lose
formulate	make, devise, repair
forthcoming	coming, future,

<i>Instead of</i>	<i>Try</i>
	approaching
forthwith	at once, right away
fortuitous	by chance, lucky, fortunate
forward	send
fragment	piece, part
frequently	often
fullest possible extent	as much as possible, fully
function	act, role, work
fundamental	basic, main, primary
furnish	give, send, provide, supply
furthermore	besides, also
future date	sometime, later
gained from the following	obtained, learned, source
gainsay	deny, dispute, contradict
generate	produce
germane	relevant, fitting, related
give consideration to	consider
give encouragement to	encourage, urge (see "encourage")
give feedback	respond
give instructions to	instruct, direct
give rise to	raise, cause, bring about
goes without saying	(unnecessary)
govern	rule
habituate	accustom, make use to, adapt, adjust
has the ability	can
has the capability	can
has the capability of	is capable of, can, is able to
have the need for	need
have to	must, need to
held a meeting	met
henceforth	until now
hereby	by this
herein	here (often unnecessary)

<i>Instead of</i>	<i>Try</i>
heretofore	until now
hiatus	gap, lapse
higher degree of	more
hitherto	up to now, until now
hold in abeyance	suspend, delay, wait
homogeneity	unity, agreement
hopefully	i hope
however	but
identical	same
identification	name, designation
identify	find, name, show, point out, recognize
if and when	if, when (not both)
ilk	sort, kind
illustrate	show, make clear
immediately	at once, now, promptly, quickly
imminent	near
impact	affect (verb), effect (noun)
impacted	affected, changed, hit
impediment	block, barrier
imperative	urgent
impetus	drive, power, force
implement	carry out, do, follow, complete, fulfill
implication	impact meaning, effect
important	major, greater, main
impugn	assail, attack, criticize
impulse	drive, push, thrust
in a manner similar to	like, in the same way, as
in a number of cases	some, often, at times
in a position to	can
in a satisfactory manner	satisfactorily
in a situation in which	when
in accordance with	by, under, per according to
in accordance with	capr xxxx requires,

<i>Instead of</i>	<i>Try</i>
the	authority contained in capr xxxx
in addition to	also, besides, too, plus
in an effort to	to, so that, so
in case of	if
in close proximity	near, nearby, close
in compliance with the	as directed, as requested, request
in conjunction with	with, together
in connection with	in, with, on, about
in favor of	for
in its entirety	all of it
in lieu of	instead of, in place of
in order to	to
in process of preparation	being prepared
in recent past	lately
in reference to	regarding, about, on, concerning
in regard to	about, concerning, on
in relation to	about, concerning, on
in respect to	regarding, about, concerning, on
in sufficient time	early enough, soon enough, far enough ahead
in the amount of	for, of
in the course of	during, in, when
in the event of	if
in the event that	if, in case
in the immediate future	soon
in the majority of instance	the time (case)
in the matter of	in, on
in the nature of	like
in the negative	no, denied, disapproved
in the neighborhood of	about, around

<i>Instead of</i>	<i>Try</i>
in the time of	during
in the vicinity of	near, around
in this day and age	today, nowadays
in this instance	here (often necessary)
in view of	since
in view of the above	so, since, therefore
in view of the fact that	because, as
in-depth	(avoid if possible) thorough, complete
inaccurate	wrong, incorrect
inadvertently	accidentally, mistakenly
inasmuch as	since, because
inaugurate	start, begin, open
inception	start, beginning
incident to	pertaining, connected with
incidental	related, by chance
incombustible	fireproof, (it) will not burn
incorporate	blend, join, merge, include, combine, add
increase	rise, grow, enlarge, add to
increment	increase, gain, amount
incumbent upon	must
indebtedness	debt
indefinite	vague, uncertain
indeterminate	vague, uncertain
indicate	show, write down, call for, point out
indication	sign, evidence
individual (noun)	person, member
individually	each, one at a time, singly
ineffectual	futile, useless, ineffective
inexpensive	cheap, low-priced
infinite	endless
inflammable	(it) burns flammable,

<i>Instead of</i>	<i>Try</i>
	burnable
inherent	basic, natural
inimical	hostile, unfriendly, opposed
initial (adjective)	first
initially	first, at first
initiate	start, begin, act
innate	basic, native, inborn
innuendo	hint
input (provide)	data, thoughts, comment on, advise, respond
insignificant	slight, trivial, unimportant
insofar as	since, for, because
insomuch as	since
instance	case, example
instantaneously	instantly, at once, suddenly
institute (verb)	set up, start
integrate	combine
interface	connect, talk, coordinate, join, work together, merge, joint, point of contact, frontier, junction, common boundary
interpose no objection	don't object
interpose objections to	disapprove, disagree with, do not concur with, object to
interpret	grasp, explain, understand
interrogate	question
investigate	examine, study
irrespective (of the fact that)	regardless
is dependent upon	depends on
is in receipt of	receives, got
is responsible for obtaining	obtains
is responsible for	selects

<i>Instead of</i>	<i>Try</i>
selection	
(is) symptomatic of	shows
it is	(leave out)
it is essential	must
it is important to not that	note
it is obvious that	clearly, obviously
it is possible that	may, possibly
it is recommended	i, we recommend
it is requested	please, request
jeopardize	endanger
jurisdictional authority	control
justification	grounds, reasons
justify	prove
juxtaposition (in)	alongside, next to
knowledge	experienced, well-trained
legislation	law
limitations	limits
limited number	few
locate	find
location	place, scene, site
magnitude	size, extent
maintain (maintenance)	keep, support (upkeep)
majority	greatest, longest, most
make a decision	decide
make a reply	reply
make a request	request, ask for
make a statement	state
make an adjustment	adjust, resolve
make every effort	try
make provisions for	provide, do
mandatory	must, required
manifest (to be)	clear, plain
manufacture	make, build
materialize	appear, take form
materially	greatly
maximal	highest, greatest
maximize	increase
maximum	most, greatest
meets with approval	is approved

<i>Instead of</i>	<i>Try</i>
mention	refer to
metamorphosis	change
minimal	least, lowest, small
mitigate	lessen, ease
mode	way, style
modify	change, moderate, qualify
monitor	check, watch, oversee, regulate
multitudinous	populous, large (crowd)
nebulous	vague
necessitate	cause, need, make, require, cause to be
more specifically	for example
most unique	unique
negligible	small, trifling
neophyte	new, novice
nevertheless	however, even, so, but
not infrequently	often
not later than	by, before
not often	seldom
notwithstanding the fact that	although, nonetheless, nevertheless
notification	announcement, report, warning, notice
notify	let know, tell
numerous	many, most
objective	aim, goal
obligate, obligatory	bind, compel
observe	see
obtain	get
obviate	prevent, remove, rule out
obvious	plain, clear
of great importance	important
of large dimensions	large, big, enormous
of late	lately
of no avail	useless, no use
of the opinion (to be)	to believe, think
often times	often

<i>Instead of</i>	<i>Try</i>
of account of	because
on behalf of	by, for, representing
on the basis of	based on
on the grounds that	because
on the part of	for
operate	run, work
operation	action, performance
operational	working
optimize	improve, strengthen
optimum	greatest, most favorable, best
option	choice, way
opus	work
organization	makeup, work site
orifice	hole, vent, mouth
originate	start, create, begin
outlook	view
outstanding (debt)	unpaid, unresolved
over the signature of	signed by
overlook	view, sight
parameters	limits, factors, boundaries
paramount	superior, supreme, principal, chief, outstanding
partake	share, take part in
participate	take part
particularize	(avoid using) state in detail, specify, itemize
patently	evidently
peculiar to	unusual
penitentiary	prison
per annum	each year, a year
perform	do, act, produce, complete, finish
period of time	period, time
periodic	cyclic, recurring
periphery	confines, limits, perimeter
permit	let
pernicious	deadly, harmful
personnel	people, staff
pertaining to	about, of, on

<i>Instead of</i>	<i>Try</i>
pertinent	to the point
peruse	read, study
phenomenon	fact, event
pictured	shown, imagined
place	put
plaudits	praise, applause, approval
plethora	(pompous) excess too much
point in time	time, now, then
point of view	(usually unnecessary)
portend	predict, mean
portent	sign, omen
portion	part, share, lot
position	place
positively	(often unnecessary)
possess	have, own
posterior	end, rear
postpone	put off, delay
postulate (verb)	claim, assert, suggest
posture (on an issue)	view, position, attitude
potential (adjective)	possible
practicable	possible, workable
practically (done)	almost, nearly
precept	order, command, principle, rule of action
precipitate (adjective)	rash, sudden, hasty, abrupt
preclude	prevent, shut out
predicament	fix, dilemma
predicated on	based on
predominant	dominant, main, chief
predominantly	mainly, chiefly, mostly
preeminent	chief, outstanding, foremost, first
preliminary to	before
premier	first, leading
preparatory to	before
prepared	ready

<i>Instead of</i>	<i>Try</i>
preponderantly	mainly, chiefly
presently	now, soon
preserve	keep
prevail upon	persuade
prevalent	widespread
primary	first, chief
prime	best
prior to	before
prioritize	(no such word) rank, rank in order
preventative	preventive
previous	earlier, past
previous to	before
previously	before
probability	chance, likelihood
problematical	doubtful
procedures	rules, ways
proceed	do, go on, try
procure	get, gain
proficiency	skill, ability
profound	deep
programmed	planned
prohibit	prevent, forbid
project (ed)(verb)	planned
promulgate	announce, issue, set forth, establish
proportion	share, part, size, amount
proposal	plan, offer
prototype	first or original, model, pattern
provide	give, say, supply, furnish
provide for	care for
provided that	if
provides guidance for	guides
provisions (of a law)	terms
proximity	nearness, distance
purchase	buy
purport	claim, mean
pursuant to	to comply with, in, under, per, according to

<i>Instead of</i>	<i>Try</i>
purvey	supply, provide, sell
purview	range, scope
quantify	count, measure, state the amount
rationale	reason
reach a decision	decide
reason for	why
reason is because	because
recapitulate	sum up, summarize, report
recipient	receiver
recommend	propose, suggest, advance
recommendation	advise, thought, counsel, opinion
reduce	cut
referred to as	called, named
reflect	show, say
regarding	about, of, on
regardless	in spite of, no matter
reimbursement	payment, repayment
reiterate	repeat
related with	on, about
relating to	about, on
relative to	on, about, for
relocation	move
remain	stay
remainder	the rest, what remains
remedy	cure
remittance	payment
remove	take away, take off, move
remuneration	pay, payment
render	give, make, report
repeat again	repeat, do again
replete	full, filled
represent	stand for, depict
reproduce, reproduction	copy
request	ask, please
require	must, need, call for
requirement	need
requisite	needed

<i>Instead of</i>	<i>Try</i>
reside	live
retain	keep
return	go back
review	check, go over
rudiments	first steps, basics
salient	main, important
salutary	good, healthy
sans	without
satisfactory	fine, good, good enough
saturate	soak, fill
scant	little, only
scrupulous	careful
scrutinize	study carefully, look into
segment	part
seldom ever	seldom
selection	choice
serves to	acts, helps, works
significance	meaning, point, importance
significant	main, great, major, marked, important
signify	mean, show (verb)
similar to	like
sine qua non	essential
situated	placed, located, situation, work assignment, state
small in size	small
so as to	to
solitary	lone, single
somewhat	(usually padding)
specifications	terms, details, conditions
specify	list
square in shape	square
state (verb)	say
statutory	legal
still remains	remains
stimulate	stir, arouse
stipend	salary, payment, fee
strict accuracy	accuracy
subordinate (verb)	to lower, subdue

<i>Instead of</i>	<i>Try</i>
subordinate commands	their commands
subsequent to	after, later, next
subsequently	after, later, then, next
stringent	tight, strict
subject	the, this, your
subject to examination	check, examine, verify
submit	officer, give, send
substantial	large, real, strong, much, solid
substantiate	prove, support
substitute (verb)	replace
succor	help, aid
succumb	die, yield
such	similar, like
such as	like, that is
sufficient	enough, ample
sufficiently in advance	early enough
sum total	sum, total
superfluous	extra, too much, useless
supervise	manage
supposition	belief, thought, idea
surmise	think, guess, suppose
susceptible to	open to, subject to
symptom	sign
synthesis	merging, combining
synthesize	put together, group, assemble
tabulation	table
take action	act
take appropriate measures	please
take necessary action	act
take necessary steps	do
technicality	detail, fine point
technique	way, method
tender (verb)	offer, give
tentative	uncertain
terrible disaster	disaster
that	(leave out)

<i>Instead of</i>	<i>Try</i>
that aforesaid	(usually unnecessary) given or said above
the fact that	(usually unnecessary) that
the following	this, these
the foregoing	these, those, (something) above
the fullest degree possible	fully, as much as possible
(the) provisions of	(leave out)
the question as to whether	whether
the undersigned is desirous of	i want
(the) use of	(leave out)
thence	from there
therapy	treatment
therefore	so
therein	in (usually unnecessary)
thereof	of, its, their
thereon	on (usually unnecessary)
thereto	to that, to it
thereupon	at once
thirdly	third
this office	us, we
this point in time	now
thither	there
through the use of	by, with
thus	so
thwart	frustrate, block, stop, hinder
the period/frame	time, period, span
timely basis	promptly, fast, quickly
to be aware of	know
to effectively direct	to direct
to the extent that	as far as, so much that
transcend	go beyond
transformation	change
transmit	send

<i>Instead of</i>	<i>Try</i>
transparent	clear
transpire	happen, occur
transport	carry, move
transverse	crosswise
trauma	shock
true facts	facts
type	(leave out)
ultimate	final, end
ultimately	in the end, finally
under advisement	(avoid) being considered
under separate cover	(usually necessary)
underprivileged	poor, deprived
understand	know
unintentionally	by mistake, mistakenly, accidentally
until such time as	until, when
upgrade	improve
upon	on
upward adjustment	raise, increase
usage	use
utilize, utilization	use, employ
validate	confirm
value	cost, worth
variation	change
velocity	speed
vend	sell
verbatim	word for word, exact
veritable	(padding—usually unnecessary)
very	(usually unnecessary)
very far	distant, remote
very hot	torrid, scorching, fiery
very large	enormous, immense, huge, spacious, vast
very last	last
very least	least
very near	adjacent, close
very pretty	gorgeous, beautiful
very quiet	still, silent
very small	tiny, puny

<i>Instead of</i>	<i>Try</i>
very strong	powerful, potent, forceful
very stupid	dense, moronic, idiotic, stupid
very weak	exhausted, frail, flimsy, inadequate
via	in, on, through, by way of
viable	workable, capable of growing or developing (does not mean: feasible, advisable, workable, achievable, effective or practical)
vicinity of	close, near
vicissitudes	ups and downs, changes, difficulties
vie	compete
virtually	almost
visualize	see, imagine, picture
vitiate	weaken, spoil, impair, debase
voluminous	bulky, large
warrant	call for, permit
whence	from where
whenever	when, each time
whereas	since, while
whereby	by which
wherein	in which, where
wherever	where
wherewithal	means
whether or not	whether, if
will be effected	will be done
will make use of	will use
with a view to	to, for
with due regard for (or to)	for
with reference to	on, about
with regard to	about, on, regarding, concerning
with the exception of	except, except for, but
with the purpose of	to

<i>Instead of</i>	<i>Try</i>
with the result that	so
within the purview of	under
withstand	stand, resist
witnessed	saw
/	and, or

WIN WITH WORDSMANSHIP

After years of hacking through etymological thickets at the US Public Health Service, Philip Broughton, a 63-year old official, created a surefire method to convert frustration into fulfillment (jargonwise). Euphemistically called the *Systematic Buzz Phrase Projector*, Broughton's system employs a lexicon of 30 carefully chosen "buzzwords":

COLUMN 1

0. integrated
1. total
2. systematized
3. parallel
4. functional
5. responsive
6. optional
7. synchronized
8. compatible
9. balanced

COLUMN 2

0. management
1. organizational
2. monitored
3. reciprocal
4. digital
5. logistical
6. transitional
7. incremental
8. third-generation
9. policy

COLUMN 3

0. options
1. flexibility
2. capability
3. mobility
4. programming
5. concept
6. time-phase
7. projection
8. hardware
9. contingency

The procedure is simple. Think of any three-digit number, then select the corresponding buzzword from each column. For instance, numbers 2, 5, and 7 produce "systematized logistical projection," a phrase that can be dropped into virtually any report with that ring of decisive, knowledgeable authority. "No one will have the remotest idea of what you're talking about," says Broughton, "but the important thing is they're not about to admit it."

This is definitely a
four eighty-five.



