## PLAIN ENGLISH WORDS

Make the Sale

David Leonhardt, THGM Writers



## **Use Shorter Synonyms**

Replace long words with simpler ones. For example:

- "Use" instead of "Utilize"
- "Now" instead of "Currently"
- "Help" instead of "Assist"

## **Use Simplest Verb Tense**

Use simple present tense to sound crisper and more action-oriented. For example:

 "I blog to..." versus "I am blogging to"





#### Remove Meaningless Words

For example, remove words such as "very" or "basically" when the sentence meaning stays the same without them.

# Use Words People Search With

They will always be the ideal words for your customers and for SEO.



### **Use Verbs for Actions**

Watch out for hidden verbs. Do you take proposed edits under consideration? Or do you consider proposed edits?