

entitlement

cognisant of

ascertain

aware of, know

find out

right

Unravelling legal jargon

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[Need help translating a legal text into plain English?](#)

Don't worry — that's why we've come up with this list of plain English alternatives for common legalese words and phrases. Choose the word or phrase that best fits what you want to say. The list is in alphabetical order, so all you need to do is scan through it to find the legal jargon you want to replace.

Print this booklet out and put it next to your computer for easy reference, or use the 'find' option if you'd prefer to use the booklet onscreen.

If the word or phrase you want isn't here, or if you have one to contribute, let us know — email consulting@write.co.nz.

A

ab initio	from the start
abovementioned	above
accordingly	in line with, so
accumulate	gather, get
act for	work for
additional	more, added
additionally	and, also
adjacent	next to
administer	manage, organise
admonish	formally warn
adopt a course of action	act in a way
advise	tell, recommend
aforementioned	the (repeat the word)
aggregate	total
an absence of	no, none
an act of God	natural disaster
anticipate	expect
application for urgent relief	application for immediate court action
as a consequence of	because
as a means of	to
as of the date of	from
as regards	about
ascertain	find out, determine
assistance	help
at such time as	when
at that point in time	then
at their (her, his) discretion	they (she, he) may
attempt	try
authorise	allow, let
authority	right, power

B

breach

break, fail to follow

by means of

by

by reason of

because, because of

by virtue of

by, under; because of

C

case at hand

this case

cease

stop, end

clarification

explanation, help

clauses that survive this contract

clauses that still apply after this contract ends

cognisant of

aware of, know

commence

begin

communicate

talk, write, tell (be specific)

compensation

payment (for loss)

complete (verb)

fill in

comply with

follow, meet

concur

agree

consent (verb)

agree

consequence

result

contest (verb)

dispute

contrary to

against, despite

correspond

write

correspondence

letters, emails (be specific)

currently

now (or delete)

customary

usual

D

deem

treat as, consider

defer

put off, delay

demise

death

designate

appoint, show

desist

stop

detain	hold
determine	work out, decide
difficulties	problems
diminish	lessen, reduce
disburse	pay, pay out
disbursement	cost, payment
discharge	carry out, release, end (be specific)
disclose	show, tell, share, reveal
discontinue	stop
domiciled in	living in
due to the fact of	because, as
during such time as	while
during the course of	during
during the period from	from

E

enquire	ask
ensure	make sure
entitlement	right
erroneous	wrong
ex officio	because of their (his, her) position
expedite	hurry, speed up
expenditure	payment, expense, cost
expressly advise us	let us know

F

facilitate	help, make easier
finalise	end, finish
for the duration of	during, while, as long as
for the period of	for
for the purpose of	to, for

forfeit
forthwith
forward
frequently
from time to time
furnish
furthermore
further to

take away
now, at once
send
often
occasionally
give
then, also, and
after, following

H

have regard to
hence
henceforth
hereby
herein
hereinafter
heretofore
hereunder
herewith
hitherto
hold in abeyance

take into account, consider
so
from now on
now
here
after this
until now, previously
below
with this
until now
wait, postpone

I

in accordance with
in addition to
in advance
in a number of cases
in a timely way
in case of
in conjunction with
in connection with

in line with, according to, under
and, as well as
before
some (or, even better, say how many)
promptly
if
and, with
about, concerning

in good faith	in an honest and trustworthy way
in lieu of	instead of, rather than
in order that	so that
in receipt of	have
in relation to	about
in respect of	about, for
in terms of	in, for; about
in the absence of	without
in the amount of	for
in the course of	while, during
in the event of	if
in the near future	soon
in view of the fact that	as, because
incurred	liable for; subject to, owing (be specific)
inter alia	among others
it is mandatory	you must
it would appear that	apparently

J

jeopardise	risk, threaten
jurisdiction	authority, area

L

labour	workers
last will and testament	last will

M

maintains	has, keeps
matter	work, job
monies	money

N

necessitate

nevertheless

notwithstanding

null and void

require

but, however, even so

despite, although

invalid, void

O

obtain

occasioned by

occur

on behalf of

on numerous occasions

on receipt of

on request

on the agreed basis

on the grounds that

order and direct

outstanding (about money)

overriding

get, receive

caused by

happen

for

often

when you (or we) get

if you ask

as agreed

because

order

unpaid

most important

P

particulars

per annum

persons

peruse

possess

possessions

prescribed

prior

prior to

proceed

prohibit

details

a year

people

read

have, own

belongings

set, required

earlier

before

go ahead

ban, stop

promulgate	announce, reveal, pass
provide	give
provided that	if, as long as
purchase	buy
pursuant to	under

R

referred to as	called
regarding	about
reimburse	repay, pay back
remedy	fix
remuneration	pay, salary
reside	live
retain	keep

S

said	the, that, those
same	it, them
servants	workers, employees
settle	resolve
shall	must, will
shall not	must not, will not
subject to	depending on, under
submit	give, send
subsequent to	after

T

terminate	stop, end
that being the case	if so
the question as to whether	whether

thereafter

thereby

therein

thus

to date

to the extent that

transmit

then

because of that

there, in that

so

so far

as far as

send

U

under the provisions of

undersigned

undertake

until such time as

utilise

under

I, we

agree, do

until

use

V

variation

change

W

waive (your right)

whatsoever

whenever

whereas

whether or not

wilfully or negligently

wish

with a view to

with effect from

with reference to

with regard to

set aside, give up (your right)

whatever, any

when

but

whether

deliberately or carelessly

want

to, so that

from

about, concerning

about, for

Y

you are entitled to

you are requested to

you may

please

