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Words to Avoid

IN PROFESSIONAL COMMUNICATION

PART ONE

AVOID

1. UTILIZE

The company utilized advanced software tools to streamline its operations.

2. INDICATE

This appears to indicate...
Indicate you need help...

3. ASSISTANCE

Please let us know if you need assistance.

4. INFORM

Will you inform him of the details?
We are writing to inform you...

5. COMPLY

Every employee must comply with the rules.

Please **utilize** the updated system guidelines to ensure **compliance** with our new procedures. If you encounter any issues, kindly **indicate** your need for **assistance**, and we will **inform** you of the next steps. It is essential that all teams **comply** with these changes to maintain operational efficiency.

USE

USE

The company used advanced software tools to streamline its operations.

SAY, SHOW, TELL

This seems to show...
Tell us you need help...

HELP

Please ask us if you need help.

TELL, GIVE

Will you tell (give) him the details?
Just write what you want to tell them!

FOLLOW

Every employee must follow the rules.

Please **follow** our new procedures **using** the updated system guidelines. **Tell** us if you have any issues, and we will **help** you. Teams must **follow** these changes for operational efficiency.



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Words to Avoid

IN PROFESSIONAL COMMUNICATION

PART TWO

AVOID

6. COOPERATE

Thank you for your cooperation.

7. LOCATE

Did you locate the missing student?

8. REQUEST

We should request two tickets to the concert.

9. SUBSTANTIAL

We made substantial progress after he fixed the issue.

10. SUPPLY

She will supply us with notebooks and pens.

We **request** your **cooperation** in **locating** and **supplying** the necessary data for the upcoming audit. A **substantial** amount of information is required to complete the review thoroughly. Your timely response will ensure we can proceed without delays.

USE

HELP

Thank you for your help.

FIND

Did you find the missing student?

ASK FOR

We should ask for two tickets to the concert.

BIG, LARGE, GREAT

We made great progress after he fixed the issue.

GIVE, SEND

She will send us notebooks and pens.

We **ask for** your **help finding** and **sending** required data for the upcoming audit. We need a **large** amount of information to complete a thorough review. Your timely response will help us avoid delays.



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Words to Avoid

IN PROFESSIONAL COMMUNICATION

PART THREE

AVOID

11. FAILED TO

He failed to complete the task on time.

12. FURNISH

Please furnish us with your receipts.

13. ENDEAVOR

She will endeavor to complete the task before he comes.

14. INCONVENIENCE

We are sorry for any inconvenience caused by the outage.

15. INITIAL

After my initial email...
After my initial call...

We regret to inform you that we have **failed to** fully restore power to your area within the **initially** expected timeframe. While our team continues to work diligently to resolve the issue, we kindly ask that you **furnish** any additional details regarding outages in your area to assist with our efforts. We apologize for the **inconvenience** and **endeavor** to have power restored as quickly as possible.

USE

DIDN'T

He didn't complete the task on time.

SEND

Please send us your receipts.

TRY

She will try to complete the task before he comes.

TROUBLE

We are sorry for any trouble the outage caused.

FIRST

After my first email...
After my first call...

We're sorry we **didn't** fully restore power to your area within the **first** expected timeframe. While our team works diligently to fix the issue, please **send** us any additional outage details for your area. Again, we're sorry for any **trouble**, and are trying to restore power as quickly as possible.



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Words to Avoid

IN PROFESSIONAL COMMUNICATION

PART FOUR

AVOID

16. TRANSPIRE

Do you know what will transpire?

17. TERMINATE

We had to terminate their contract.

18. REACH OUT TO

Reach out to your supervisor with any questions.

19. IN REGARDS TO

The meeting was in regards to the new sales numbers.

20. NO LATER THAN

The assignment is due no later than next Friday.

In regards to terminating the vendor contract, we will discuss any relevant details at the upcoming faculty meeting. Should any changes **transpire**, I will **reach out to** everyone **no later than** Thursday with updates. Thank you for your flexibility and understanding as we navigate this schedule.

USE

HAPPEN

Do you know what will happen?

END

We had to end their contract.

CONTACT (CALL, EMAIL)

Contact (email) your supervisor with any questions.

BECAUSE OF, ABOUT

The meeting was about the new sales numbers.

BY

The assignment is due by next Friday.

We will talk **about ending** the vendor contract at the upcoming faculty meeting. If any changes **happen**, I will **email** everyone **by** Thursday with updates. Thank you for your flexibility.



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Words to Avoid

IN PROFESSIONAL COMMUNICATION

PART FIVE

AVOID

21. IN AN EFFORT TO

The cameras were installed in an effort to reduce crime.

22. ARE IN NEED OF

We are in need of more jackets.

23. ARE WELCOME TO

You are welcome to order online.

24. IS APPLICABLE TO

The fee is applicable to new residents.

25. MORE THAN

Our office received more than 25 calls regarding the issue.

In an effort to help the victims of the ice storm, we are in need of donations of coats, warm clothes, and water. We hope to help more than 100 families. You are welcome to drop them off at the stadium. The parking fee is not applicable to those donating items.

USE

TO

The cameras were installed to reduce crime.

NEED

We need more jackets.

MAY

You may order online.

APPLIES TO

The fee applies to new residents.

OVER

Our office received over 25 calls about the issue.

To help the ice storm victims, we need donations of coats, warm clothes, and water. We hope to help over 100 families. You may drop the items off at the stadium. The parking fee doesn't apply when donating items.

