Negotiating and Writing Contract Language

**PREFER THE SHORT WORD**

Here are some long words often used in federal collective bargaining agreements and union communications. In each case you can say the same thing with a shorter, more familiar word. In this exercise, write a shorter word that means the same thing beside each of these long words.

1. Aggregate (noun)
2. Anticipate
3. Approximately
4. Assistance
5. Attempt
6. Commitment
7. Compensation
8. Constitute
9. Construct
10. Currently
11. Demonstrate
12. Determine
13. Endeavor (verb)
14. Expedite
15. Facilitate
16. Implement (verb)
17. Individual
18. Initial (adjective)
19. Initiate
20. Locate
21. Majority
22. Modification
23. Numerous
24. Objective
25. Obligation
26. Obtain
27. Optimum
28. Possess
29. Presently
30. Proceed
31. Purchase
32. Remainder
33. Request (verb)
34. Residence
35. Subsequent
36. Sufficient
37. Terminate
38. Transmit
39. Transpire
40. Utilize