

SAMPLE JARGON	TRANSLATION
501(c)(3) or (4)	
Above or below the poverty line	
At-risk young people	
Best practices	
Capacity building	
CBO	
Challenge grant	
Civic participation	
Continuum of care	
Core competencies	
CSR	
Cultivation	
Empowerment	
Logic model	
Meaningful jobs	
metrics	
Modality	
NGO	
Process-oriented	
Scalable	
Self-sufficiency	
SRI	
Stakeholder	
Stewardship	
Sustainability	
Working poor	

Post your list of jargon (and their translations) in a prominent place in the office, or circulate it by hand or email. Leave some room at the bottom for later additions. The list will serve as a handy reminder of terms to try to avoid—and more accessible alternatives to use—when writing for any readership beyond yourselves.