

## List of words frequently used in WFP documents

### A

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above-mentioned; aforementioned (avoid them!)

abridgement (NOT "abridgment")

accommodation (NOT "accommodations")

acknowledgement (NOT "acknowledgment")

acreage

addendum (pl. addenda)

ad hoc (use English "for this purpose" or "specially"; the expression does NOT mean "as required")

Advisory Committee on Administrative and Budgetary Questions (ACABQ)

advice (n.); advise (v.)

adviser

afforestation

after-care

after-effect

afterwards (NOT "afterward")

ageing (NOT "aging")

agenda (pl. agendas; don't use "agendum/agenda", even though it's strictly correct)

aggregate data

aggregate household food security index (AHFSI)

agriculturalist; agriculturist

agro-ecology, agro-ecosystem

agro-industry

agroprocessing

agroforestry

agropastoral, agropastoralists

aide-mémoire (pl. aides-mémoire; use "memorandum", pl. "memoranda")

air-drop

air cargo (preferred to "airfreight")

airlift

alkaline

allotment

all together (all in one place)

altogether (completely)

aluminium (NOT "aluminum")

anaemia (NOT "anemia")

analyse

Annex (I, II, III etc.)

Annual Session of the Board

antenatal (words with prefix *ante* are closed up)

anti-personnel mine

assist + in + gerund or noun (e.g. "assist in planning"; NEVER assist + infinitive)

appraisal mission

artefact

artisan (noun), artisanal (adj.)

as at (on a specified date)

as of (on and after a specified date)

autumn (NOT "fall")

## **B**

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back-loading

backstop

baseline data

basic activity (WFP country programme), but Basic Activity 2

Basic Documents (WFP)

basic healthcare

Basic Texts (WFP)

benchmark

benefited, benefiting (NOT "benefitted", "benefitting")

biannual (ambiguous: avoid it; use "twice a year" or "every two years")

biennial (every second year)

biennium (period of two years) pl. biennia; e.g. the 2001–2002 biennium

bi-monthly (ambiguous; avoid it. Use "every two months" or "twice a month")

bio- compounds solid, no hyphen: e.g. biodegradable

birth rate

birthweight

the Board

breadwinner

breakdown (n); break down (v.)

breastfeeding

Bretton Woods Institutions (BWI)

brushfire

budgeted; budgeting

budget increase (NOT "budgetary")

build-up (n.); build up (v.)

built-in (adj.); built in (v.)

bureau, bureaux

the Bureau of the Board

by-product

## C

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capacity-building BUT prefer "capacity development"

caregiver; *but*: care provider

carry-over

case study

cash flow

cash in lieu of commodities

ceasefire

centre

centuries; spell out, e.g. twentieth century

change-over

channelling

checklist

chickpea

childbearing; childbirth; child rearing

childcare; child-care (as adjective: child-care centre)

children under 5

c.i.f. – cost, insurance and freight

classroom

coefficient

co-finance

cooperation

coordination

co-worker

cold store; cold storage

colour

combating

commercial sex (prostitution; as opposed to transactional sex such as sex for food)

Commitments to Women (Beijing Conference; NB WFP's Enhanced Commitments to Women)

Committee on Food Aid Policies and Programmes (CFA)

Commodity Movement Processing and Analysis System (COMPAS)

Common Country Assessment (CCA)

Commonwealth of Independent States (CIS)

community-based organization (CBO)

consolidated appeal process (CAP)

contingency planning

continuum (e.g. from emergency to development)

corn-soya blend (CSB)

corn-soya milk (CSM)

cost, insurance, freight (c.i.f.)

cost recovery

cost-benefit analysis

cost-effective; cost effectiveness

counsellor, counselling

counter-productive

country director

country office (NOT "CO")

country programme (CP)

country programme approach

country strategy outline (CSO)

country team

cowpea

crop and food supply assessment mission (CFSAM)

cropland

cross-cutting

## **D**

---

database

day centre; day-care centre

day labourer

day-school

daytime

death rate

decision-maker; decision-making

deep-field mailing system (DFMS)

defence

de-mining

dependent (adj.) (on); dependant (n.)

Department of Peacekeeping Operations (DPKO)

desertification

despatch ("dispatch" is also used)

deworming

developing country (NOT "underdeveloped country")

developing world (NOT "Third World")

direct operational cost (DOC)

direct support cost (DSC)

draft (version of e.g. a document)

draught (re animals used for haulage etc.)

drawback

dried skim milk (DSM)

dried skim milk (enriched) (DSE)

dried skim milk (plain) (DSP)

dried whole milk (DWM)

drinking water

drop-out rates

drought-affected

drought-prone; flood-prone

dry farming

dryland (adj.)

## **E**

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ecosystem

Economic and Social Council of the United Nations (ECOSOC)

e-mail

emphasize

Enabling Development policy

end product end-use; end-user

end-to-end telecommunications network

Enhanced Commitments to Women

enrol enrolled, enrolment

equalled, equalization

European Community Humanitarian Office (ECHO)

Executive Board; in most documents, "Board" is sufficient

Executive Director

ex gratia; ex-gratia payment (use English "as a favour" or "without compulsion")

expectant and nursing mothers (use "pregnant and lactating women" instead)

ex post; ex-post evaluation (avoid: use English "after")

extended delivery point (EDP)

extra-budgetary

## **F**

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FAO Finance Committee

FAO/WFP crop and food supply assessment mission (CFSAM)

Famine Early-Warning System Network (FEWS NET)

farm worker

farmhouse

farmland

farmyard

far-reaching

far-seeing

"female-headed household(s)" (**No!** Use "households headed by women")

"female beneficiaries" (**No!** Use "women beneficiaries")

fertilizer

field office (do not confuse with "country office")

fieldwork; fieldworker

final delivery point (FDP)

Financial Management Improvement Programme (FMIP)

First Regular Session of the Board

five-year plan

focusing

follow-up (adj., noun); to follow up (verb)

Food Aid and Development (FAAD)

Food Aid Convention (FAC)

food basket

food crop

food-deficit country

food for work (n.); food-for-work project (adj.); applies to food for education, food for assets etc.

foodgrains, foodstuffs

food-insecure (adj.); food insecurity

Food Insecurity and Vulnerability Information and Mapping System (FIVIMS)

foregone

foreseen

formatted

fortnightly

-free compounds hyphenated (e.g. disease-free)

freelance

freshwater (adj.)

front line; front-line (adj.)

fruit crop; fruit fly

fruit tree

fuel oil

fuelwood

fulfil, fulfilling, fulfilled, fulfilment

full-cost recovery

full-scale

full time (n.); full-time (adj.)

fundraiser; fundraising

## **G**

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gauge

General Assembly resolution

General Regulation II.2(a)

General Rule VII.2

general service (GS) posts

Global School Feeding Campaign

governance issue

the Government of ... (NEVER abbreviate GOB, GOJ, etc.)

government (adj.)

government counterpart cash contribution (GCCC)

grain-fed

gram(s) (NOT gramme(s); g after a numeral)

grass roots (n.), grass-roots (adj.)

grey (NOT "gray")

gross domestic product (GDP)

gross national income (GNI)

gross national product (GNP)

Group of 77 (G-77)

## H

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hand-over (adj. or noun)

hand tool

Headquarters (capitalize when WFP; do not abbreviate as HQ)

Heavily Indebted Poor Country (HIPC) Debt Initiative

heavy-duty

high-yielding (variety)

hillside

home-made

home-making

host Government; host governments

household (spell out; do NOT use "hh" or "HH")

household(s) headed by women/children/elderly people (NEVER "female-headed households" or "child-headed households" etc.)

Human Development Index (HDI)

## I

---

implementing partner (IP)

inasmuch as

indirect support cost (ISC)

inbred

inbuilt; built-in

income-generation; income-generating

in-depth

index, indexes (literary)/indices (numbers)

Induction Programme

information and communications technology (ICT)

information note (If it is a specific document: Information Note)

infra-red

infrastructure

in-house

in kind (adv.: contributions in kind; adj.: in-kind contributions)

in-patient

in-service

insofar as

install, instalment

instant corn-soya milk (ICSM)

inter- check this list for hyphen/closed up

inter-agency (NB Inter-Agency if part of title; check UNTERM for use of "Interagency")

internally displaced person (IDP)

internal transport, storage and handling (ITSH)

International Food Policy Research Institute (IFPRI)

Institutional Strategic Partnership (ISP)

International Strategy Paper (ISP)

International Strengthening Programme (ISP)

inter-sectoral

inter-regional

interrelated

inter-village

intra-regional

iodine deficiency

## **J**

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Joint Inspection Unit (JIU)

judgement

junior professional officer (JPO)

## **K**

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kilocalorie(s) (kcal after a numeral)

kilogram(s) (not kilogramme; kg after a numeral)

kilometre(s) (km after a numeral)

know-how

knowledge-sharing

## **L**

---

labour, labour force

labour-intensive

landfill

landholder, landholding

land-locked

landmine

landowner

landownership

landside transport, storage and handling (LTSH)

large-scale (adj.)

learned (NOT "learnt")

least-developed country (LDC)

Letter of Agreement

liaison

licence (n.); to license (v.)

life cycle; lifespan

lifeline

lifelong

life-saving

lifestyle

lifetime

livestock

local area network (LAN)

logical framework (sometimes "logframe", but avoid it if possible)

long term; long-term (adj.)

long standing

low birthweight, low-birthweight baby

low-income food-deficit country (LIFDC)

## **M**

---

macroeconomics; macroeconomic

maize meal

make-up

"male" (Avoid it; use "men", as in "households headed by men", NOT "male-headed households")

Management Objective(s) (Spell out; do not use "MO(s)")

Management Plan

man-made (**No!** Use "from human causes", "human-induced" or similar phrasing)

manpower (**No!** Use "human resources" or "personnel")

market place

matching contribution

matching expenditures

matching funds

meantime (BUT "Greenwich mean time")

Member States (of WFP; preferable to States Members)

memorandum of understanding (MOU)

metre (m after a numeral; NB: parameter; diameter)

micro- compounds closed up, except before *o* (e.g. micro-organize)

micronutrients

midday

mid-term

mid-1970s, mid-August

mine-detector

minefield

minimum operating security standards (MOSS)

minimum security telecommunications standards (MISTS)

Mission Statement

monetization, monetize

monitoring and evaluation (M&E)

monocrop, monocropping, monoculture

mother-and-child health (MCH)

multi-purpose

multi-year

Muslim (not "Moslem")

## N

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nationwide

never-ending

Newly Independent States (NIS)

non- compounds hyphenated (non-aligned; non-existent; non-food)

non-governmental organization (NGO)

no-objection basis

northeast (n.), northeastern (adj.)

Note for the Record (NFR)

## O

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observer

offence

offloading

off-season

offshore

oilcake

oil-meal

oil-palm

oil-seed production

on-farm

ongoing

onset

on-site (adj.)

on-the-job (adj.)

organigram

orient; orientate

other direct operational costs (ODOC)

overcropping

overestimate

overexploitation

overflow

over-reliance

overriding

## **P**

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paddy field; paddy rice

para- compounds solid (paramedical; parastatal)

paragraph 2

paralyse; paralysis

participatory

peacebuilding

peacekeeping

peanut

per capita

percent (NOT %, except in tables; NOT "per cent")

Permanent Representative

phase-in (n.)

phase-out (n.)

piecework

pipeline

pisciculture (avoid it: use "fish breeding", "fish rearing", "fish farming")

plan of action

plan of operations

plateau; plateaux

pledging target

plenary

plough, ploughing

PlumpySup/PlumpyNut

policymaker; policymaking

post-date

post-harvest

postnatal

practice (n.); practise (v.)

pre- compounds hyphenated in verb tenses

prenatal

pre-package

pre-positioned

pre-record

pregnant and lactating women (NOT "expectant and nursing mothers")

prerequisite

preschool; preschool-aged child

preventive; preventative

professional staff

pro forma

programme

programme of work (but capitalized when a title of a specific POW)

Programme Support and Administrative (PSA) budget

-proof compounds closed up (airproof, rainproof)

Programme (avoid it; use WFP)

project food aid

project no. 00000.0; e.g. project India 10602.1

pro rata

prorated

protracted relief operation (PRO); now defunct; replaced by next

protracted relief and recovery operation (PRRO)

proved (NOT "proven"); but "proven ability"

pure-bred

## Q

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quick-action project

quick-freeze; quick-frozen

## R

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rainfall; rainstorm

rainfed

rainforest

rainproof

rainwater

rangeland

rapeseed

rape oil

Rapporteur

re- compounds solid, except before *e* (e.g. re-examine, re-estimate)

real-time evaluation

record-keeping

reforestation

regional bureau (NOT "RB"); plural: regional bureaux

resilience-building

resolution

resource mobilization strategy (RMS)

resource and long-term financing (R&LTF)

results-based management (RBM)

rights-based approach

riverbed; riverbank; riverside

roll-out

root crop

run-off

## S

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safety net (safety-net when used as adj.)

the Sahel

Sahelian zone

SAP (use the acronym only; do not spell out. It means Systems, Applications and Products in Data Processing)

savannah

school-age children

schoolbook

schoolchildren

schoolday BUT school-year

School Feeding Initiative (caps when referring to the United States programme)

schoolgirl, schoolboy

school-leaver; school-leaving

schoolteacher

school feeding programme

second-hand Second Regular

Session of the Board Secretariat

Secretary-General

sectoral (not "sectorial")

sector-wide approach (SWAP)

security awareness training programme

sedentarized farming

seed bank

seed-cake

seed-protection ration

self- compounds hyphenated

semi- compounds hyphenated

session, but the Annual Session, Third Regular Session, etc.

setback; to set back

settled farming

sharecropper; sharecropping

shortfall

short term (n.); short-term (adj.)

side effect

silage; ensilage

silent procedure (when referring to Executive Board procedure)

silviculture; silvicultural (Avoid; use e.g. "forestry", "tree cultivation")

sirocco

sizeable; medium-sized

slaughterhouse (alternative: abattoir)

smallholder; smallholding

small-scale (adj.)

socio- compounds hyphenated (e.g. socio-economic)

southern Africa (NOT South Africa, the country)

soya-fortified cornmeal (SFCM)

soya-fortified sorghum grits (SFSG)

soybean

special operation (SO)

spill-over (adj.)

standard project report (SPR)

standby

States Members (of WFP; but Member States is preferred)

state-wide

stockbreeder

stockpiling

stopgap

storeroom

Strategic Objective(s) (Spell out to avoid confusion with "special operation (SO)")

Strategic Plan

strength, weakness, opportunity and threat (SWOT) analysis

sub-district

sub-office

sub-region

sub-Saharan Africa

subsector

subset

substandard

subtotal

sugarcane

sun-dried

SuperCereal

SuperCereal Plus

supplementary budget

system-wide

## **T**

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takeover (noun)

take-home rations

target (target to, NOT "at"), targeted, target group

task force

teacher training

teamwork

test run

textbook

Third Regular Session

Third World (No! Use "developing world", "developing countries")

timeframe

time-lag

time-limit

timeline

time-saving (adj.); time-saver

time-span

timetable

tire (NO! Use **tyre**; "tire" means "to make tired")

to date

tonnage

tons (NOT "tonnes"; the standard WFP unit is metric tons, **mt** after a numeral)

toolbox

topsoil

traffickers

transactional sex (sex in exchange for food as opposed to commercial sex, i.e., prostitution)

trans-border

transferring

transshipment

transhumance; transhumant

trouble shooter; troubleshooting

trust fund tuberculosis (TB)

turnover

two-week (adj.)

twofold

tyre(s) (NOT "tire(s))

## U

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under- compounds solid (e.g. undernourished, NOT under-nourished)

under 5 (as in "children under 5" – numerals for ages)

underdeveloped countries (No! Use "developing countries")

underemployment

underfunded

undernutrition

under way (NOT "underway"; e.g. "the project is under way")

United Nations (NEVER "UN")

United Nations agencies

United Nations funds and programmes

United Nations technical mission

United States dollar (USD)

United States of America

United Nations Humanitarian Response Depot (UNHRD)

## V

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*vis-à-vis* – avoid it; use English "in relation to", "regarding"

vitamin A

vitamin-A deficiency; vitamin-A-deficiency disorder

vulnerable group

vulnerable-group feeding

vulnerability analysis and mapping (VAM)

## W

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wage-earner

wage rate

wage scale

Walk the World

watercourse

watershed

water supply

water table

“we” - AVOID IT; use “WFP” or “the Secretariat”

website

well-being

WFP Information Network and Global System (WINGS)

wheat flour

wheat-soya blend (WSB)

wheat-soya milk (WSM)

windbreak

women's empowerment (Avoid; use "empowerment of women")

woodlot

World Children's Summit

workday

workforce

work site

working group (initial caps when referring to a specific working group)

World Food Summit: Five Years Later (WFS:FYL)

worldwide

## **Y**

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year end (Avoid it; use "end of the year" (n.) or "end-of-year" (adj.)

year-round (adj.)

## **Z**

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zero-based budgeting