

Adding information

And - In addition - As well as - Also - Too- Furthermore - Moreover - Apart from - In addition to - Besides

Ideas are often linked by **and**. In a list, you put a comma between each item, but not before **and**.

"We discussed training, education and the budget."

Also is used to add an extra idea or emphasis. "We also spoke about marketing."

You can use **also** with **not only** to give emphasis.

"We are concerned not only by the costs, but also by the competition."

We don't usually start a sentence with **also**. If you want to start a sentence with a phrase that means also, you can use **In addition**, or **In addition to this...**

As well as can be used at the beginning or the middle of a sentence.

"As well as the costs, we are concerned by the competition."

"We are interested in costs as well as the competition."

Too goes either at the end of the sentence, or after the subject and means **as well**.

"They were concerned too."

"I, too, was concerned."

Apart from and **besides** are often used to mean **as well as**, or **in addition to**.

"Apart from Rover, we are the largest sports car manufacturer."

"Besides Rover, we are the largest sports car manufacturer."

Moreover and **furthermore** add extra information to the point you are making.

"Marketing plans give us an idea of the potential market. Moreover, they tell us about the competition."

Summarising

In short - In brief- In summary - To summarise - In a nutshell - To conclude - In conclusion

Sequencing ideas

The former, ... the latter Firstly, secondly, finally

The first point is - Lastly - The following

The former and **the latter** are useful when you want to refer to one of two points. "Marketing and finance are both covered in the course. The former is studied in the first term and the latter is studied in the final term."

Firstly, ... secondly, ... finally (or **lastly**) are useful ways to list ideas.

It's rare to use "fourthly", or "fifthly". Instead, try **the first point, the second point, the third point** and so on.

The following is a good way of starting a list.

"The following people have been chosen to go on the training course: N Peters, C Jones and A Owen."

Giving a reason

Due to / due to the fact that / Owing to / owing to the fact that / Because / Because of / Since / As

Due to and **owing to** must be followed by a noun.

"Due to the rise in oil prices, the inflation rate rose by 1.25%."

"Owing to the demand, we are unable to supply all items within 2 weeks."

If you want to follow these words with a clause (a subject, verb and object), you must follow the words with **the fact that**.

"Due to the fact that oil prices have risen, the inflation rate has gone up by 1%25."

"Owing to the fact that the workers have gone on strike, the company has been unable to fulfil all its orders."

Because / because of

Because of is followed by a noun.

"Because of bad weather, the football match was postponed."

Because can be used at the beginning or in the middle of a sentence. For example, "Because

it was raining, the match was postponed."

"We believe in incentive schemes, because we want our employees to be more productive."

Since / as

Since and **as** mean **because**.

"Since the company is expanding, we need to hire more staff."

"As the company is expanding, we need to hire more staff."

Giving a result

Therefore - So - Consequently - This means that - As a result

Therefore, so, consequently and **as a result** are all used in a similar way.

"The company are expanding. Therefore / So / Consequently / As a result, they are taking on extra staff."

So is more informal.

Contrasting ideas

But - However - Although / even though - Despite / despite the fact that - In spite of / in spite of the fact that

Nevertheless - Nonetheless - While - Whereas - Unlike

But is more informal than **however**. It is not normally used at the beginning of a sentence.

"He works hard, but he doesn't earn much." "He works hard. However, he doesn't earn much."

Although, despite and **in spite of** introduce an idea of contrast. With these words, you must have two halves of a sentence.

"Although it was cold, she went out in shorts." "In spite of the cold, she went out in shorts."

Despite and **in spite of** are used in the same way as **due to** and **owing to**. They must be followed by a noun. If you want to follow them with a noun and a verb, you must use **the fact that**.

"Despite the fact that the company was doing badly, they took on extra employees."

Nevertheless and **nonetheless** mean **in spite of that** or **anyway**.

"The sea was cold, but he went swimming nevertheless." (In spite of the fact that it was cold.) "The company is doing well. Nonetheless, they aren't going to expand this year."

While, whereas and **unlike** are used to show how two things are different from each other.

"While my sister has blue eyes, mine are brown."

"Taxes have gone up, whereas social security contributions have gone down."

"Unlike in the UK, the USA has cheap petrol."

Linking words - by Viv Quarry (See internet site)

Adding and	Contrasting	Expressing cause / reason
*and as well as besides Moreover, Furthermore, What is more, In addition, not only but also another point is that	*but However, Although despite In spite of Nevertheless, On the contrary, on the one hand on the other hand, whereas while but while In contrast, Neither...nor	because as since This is why because of Due to Owing to For this reason, Expressing effect / result *so so...that such a...that Therefore Thus Consequently, As a result, too...for/to not enough...for/to
relative clauses who where that ,which whose to whom when what why		

Narration		Expressing purpose
First (of all) At first At the beginning In the beginning then next Before After After that afterwards When While during Soon prior to	immediately Once Suddenly As soon as on No sooner....than Hardly...when Finally Eventually At the end In the end At last To begin with, until	to so as to in order that so that for (Non-specific) Expressing opinion I would say that In my opinion, I think (that) I believe (that) Personally Apparently,
Giving examples	Summing up / concluding	Emphasis
for example, for instance, For one thing, this includes such as e.g.. (for example) i.e. (that is)	All in all overall generally In conclusion, on the whole in the main To sum up,	especially particularly Naturally, exactly because above all Whatever Whenever too / enough The more