LINKING WORDS AND PHRASES

Most pieces of formal writing are organised in a similar way: introduction; development of main ideas or arguments; conclusion. Linking words and phrases join clauses, sentences and paragraphs together.

A piece of writing or text may include the following:

- **and**
  - one idea is linked to another

- **or**
  - an alternative is presented

- **but**
  - an objection is made
Connectives

The main linking words and phrases are grouped below according to the similarity of their meaning to the three basic connectives and, or, but. Some can be used to link paragraphs and others can only be used to link ideas within a paragraph.

1. \textbf{and}
   
   \begin{itemize}
   \item enumeration (points in order)
   \item a listing
   \item b transition (leads to a new stage)
   \item c summary (gives a summary or conclusion)
   \item d reference (refers to what was said before)
   \item e example
   \item f result (the consequence of what was said before)
   \item g place (refers to things in or outside the document)
   \item h time (refers to other studies)
   \end{itemize}

2. \textbf{or}
   
   \begin{itemize}
   \item i reformulation (expresses something in another way)
   \item j replacement (expresses an alternative)
   \end{itemize}

3. \textbf{but}
   
   \begin{itemize}
   \item k contrast (presents a different view)
   \item l concession (agrees that something is good, with limitations)
   \end{itemize}

a) \textbf{Listing}

1. \textbf{Enumeration} indicates a \textit{cataloguing} of what is being said.
   
   Most lists use clearly defined groups of words:
   
   \begin{itemize}
   \item first, \Furthermore, \Finally,
   \item one \Second \Third etc.
   \item first(ly), \Second(ly), \Third(ly), etc.
   \item to begin/start with, \in the second place, \moreover, \to conclude,
   \end{itemize}

   above all \begin{itemize}
   \item last but not least \end{itemize}

   \begin{itemize}
   \item first and foremost \begin{itemize}
   \item first and most importantly \end{itemize}
   \end{itemize}

   \begin{itemize}
   \item mark the end of an \textit{ascending} order
   \item mark the beginning of a \textit{descending} order
   \end{itemize}
2. **Addition** to what has been previously indicated.

   i. **Reinforcement** (includes confirmation):

   - above all
   - actually
   - additionally
   - again
   - also
   - as well (as)
   - besides
   - especially
   - further
   - furthermore
   - what is more

   - indeed
   - in addition
   - moreover
   - not only . . . but also . . .
   - notably
   - obviously
   - particularly
   - specifically
   - then
   - too

   ii. **Comparison** (similarity to what has preceded):

   - also
   - both . . . and . . .
   - correspondingly
   - equally

   - in the same way
   - likewise
   - similarly
   - too

b) **Transition** (can lead to a new stage in the sequence of thought):

   - now
   - regarding
   - turning to
   - with respect/regard to

   - as for
   - as to

   Often used when discussing something briefly

c) **Summary** (a generalisation or summing up of what has preceded):

   - altogether
   - hence
   - in brief
   - in conclusion
   - in short
   - overall

   - then
   - therefore
   - thus
   - to conclude
   - to sum up
   - to summarise
d) Reference *(refers back to previous sentences)*:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>and</td>
<td>mainly</td>
</tr>
<tr>
<td>as follows</td>
<td>mostly</td>
</tr>
<tr>
<td>chiefly</td>
<td>namely</td>
</tr>
<tr>
<td>for instance</td>
<td>notably</td>
</tr>
<tr>
<td>for example</td>
<td>or</td>
</tr>
<tr>
<td>in other words</td>
<td>particularly</td>
</tr>
<tr>
<td>in particular</td>
<td>such as</td>
</tr>
<tr>
<td>including</td>
<td>that is</td>
</tr>
</tbody>
</table>


e) Example:

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>for example</td>
</tr>
<tr>
<td>for instance</td>
</tr>
<tr>
<td>such as</td>
</tr>
<tr>
<td>to illustrate</td>
</tr>
<tr>
<td>as an illustration</td>
</tr>
<tr>
<td>to demonstrate</td>
</tr>
</tbody>
</table>

g) Place:

<table>
<thead>
<tr>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>above</td>
</tr>
<tr>
<td>adjacent</td>
</tr>
<tr>
<td>at the side</td>
</tr>
<tr>
<td>behind</td>
</tr>
<tr>
<td>below</td>
</tr>
<tr>
<td>elsewhere</td>
</tr>
<tr>
<td>here</td>
</tr>
<tr>
<td>in front</td>
</tr>
<tr>
<td>in the background</td>
</tr>
<tr>
<td>in the foreground</td>
</tr>
<tr>
<td>there</td>
</tr>
<tr>
<td>to the left</td>
</tr>
<tr>
<td>to the right</td>
</tr>
</tbody>
</table>
h) **Time:**

<table>
<thead>
<tr>
<th>Expression</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>after a while</td>
<td>now</td>
</tr>
<tr>
<td>afterwards</td>
<td>once</td>
</tr>
<tr>
<td>at last</td>
<td>presently</td>
</tr>
<tr>
<td>at that time</td>
<td>previously</td>
</tr>
<tr>
<td>at the same time</td>
<td>shortly</td>
</tr>
<tr>
<td>before</td>
<td>simultaneously</td>
</tr>
<tr>
<td>currently</td>
<td>since</td>
</tr>
<tr>
<td>earlier</td>
<td>soon</td>
</tr>
<tr>
<td>eventually</td>
<td>subsequently</td>
</tr>
<tr>
<td>finally</td>
<td>then</td>
</tr>
<tr>
<td>formerly</td>
<td>thereafter</td>
</tr>
<tr>
<td>in the meantime</td>
<td>until</td>
</tr>
<tr>
<td>in the past</td>
<td>until now</td>
</tr>
<tr>
<td>initially</td>
<td>whenever</td>
</tr>
<tr>
<td>later</td>
<td>while</td>
</tr>
<tr>
<td>meanwhile</td>
<td></td>
</tr>
</tbody>
</table>

2. **or**

i) **Reformulation** (expresses something in another way):

better
in other words
in that case
rather
that is
that is to say
to put it (more) simply

j) **Replacement** (expresses an alternative to what has preceded):

again
alternatively
another possibility would be
better/worse still
on the other hand
rather
the alternative is
3. but

k) Contrast

- by (way of) contrast
- conversely
- in comparison
- in fact
- in reality
- instead
- on the contrary
- (on the one hand) . . . on the other hand . . .
- then

l) Concession (indicates that the previous view is accepted with reservations):

- admittedly
- after all
- all the same
- although
- although this may be true
- at the same time
- besides
- despite
- doubtless
- even if/though
- even so
- however
- in spite of
- naturally
- nevertheless
- no doubt
- nonetheless
- notwithstanding
- only
- still
- under certain circumstances
- up to a point
- while
- yet