

# LINKING WORDS AND PHRASES

° Cohesion and clarity are essential elements of academic writing. Making the connections between your ideas clear and visible can help achieve clear communication as it will be much easier for the person reading to follow what you are saying and understand your argument or premise. In order to make connections clear, you can use linking words between parts of a sentence, between sentences or between paragraphs. Looking for the right linking word prompts you to think about how you are trying to connect your ideas and whether the connections make sense.

## What Is a Linking Word?

° Linking words are words that connect ideas together in a piece of writing. These words can also be referred to as connectors, conjunctions, and cohesive devices. They show that two things are related in some way, or that the point you are making has supporting information. In other words, linking words can be used to add ideas together, contrast them, or show the reason for something... etc.

- The list below provides an overview of commonly-used linking words:

**1/Addition:** (In addition, furthermore , also, and, as well as, besides, moreover, furthermore,..etc). These words simply add additional information to your sentence or paragraph .

**Ex:** Greenpeace works to preserve the environment. Besides, it is an non-profit organization.

**2/Contrast:** (However, nevertheless, although, (even) though, but, yet, in contrast, in comparison, whereas, on the other hand, on the contrary, despite... etc ). These words indicate the different relationship between things.

**Ex:** House prices have gone up this year. In contrast, car prices seem to be stagnating.

**3/Effect /Result:** (Accordingly, as a consequence (of), as a result, consequently, due to, for this reason, hence, then, therefore, thereupon, thus, so, result in... etc). These words can be used to provide the result of what has been stated or has occurred .

**Ex:** Plenty of tourists visit the area in summer. Accordingly, selling hand-made objects is the main source of income for locals.

**4/Emphasis:** (undoubtedly, indeed, obviously, generally, admittedly, in theory, in

fact, particularly, especially, clearly ...etc). These words can be used to put forward a point or idea more forcefully , and to show special importance or significance.

**Ex:** Unquestionably, teaching has been a paramount part of his career.

**5/Reason:** (for , because, since, as, for the purpose of, the cause of , the reason for, due to ...etc). These words can be used to provide reasons for what has been stated or has occurred.

**Ex:** Many people are still unemployed due to the fact that the economic recovery has been slower than anticipated.

**6/Illustration:** ( for example, for instance, that is, such as, including, to illustrate, like ...etc) .These words can be used to provide examples.

**Ex:** There are many interesting places to visit in the city, for example/ for instance, the botanical garden or the art museum.

**7/Comparison:** ( similarly, likewise, alike, In a similar manner, too, just like, similar to, the same as, not only...but also, compared to/with, similarly, equally, by the same token... etc). These words can be used to show how things are similar.

**Ex:** Teenagers should be more respectful; by the same token, parents should be more understanding.

**8/List/Sequence:** (First/ firstly, Second/ secondly, Third/ thirdly, Finally, next, last, at this time, following, previously, before, subsequently... etc). These words can be used to order the information in a sequence.

**Ex:** When planning your essay you must, first, understand what the questions is asking. Second, you need to choose the viewpoint you would like to write about. Your next step is to give a reason explaining why your viewpoint is correct. Then, you should back up your reason. Finally, you should end your paragraph with an example.

**9/Condition:** (If, even if, given that, on the condition that, only if, unless...etc ). These words can be used to provide a condition to what has been stated.

**Ex:** Only if a teacher has given permission is a student allowed to leave the room.

**10/Summary/Conclusion:** (Altogether, briefly, generally speaking, in a word, in brief, in conclusion, in essence, in short, in summary, in the end, on the whole, overall, to conclude, to end, to sum up, to summarise,...etc) .These words can be used to sum up what has been previously stated.

**Ex:** Charles Dickens' novels belong to a great but vanished age. They are, in short, old-fashioned.

**NOTE!!!:** Compare the two paragraphs below. Notice how the linking words add **flow** to the paragraph:

- Paragraph with **no** linking words

Linking words have a number of specific language functions, such as sequencing, summarising and referencing. Linking words enable writers to express their ideas naturally. Linking words can be extremely useful, it is important not to overuse them, your writing may sound too verbose. Not using them enough will make your writing sound simplistic. Be sure that you use a suitable range of linking words.

- Paragraph **with** linking words

Linking words have a number of specific language functions, such as sequencing, summarising and referencing. **In addition**, linking words enable writers to express their ideas naturally. **Although** linking words can be extremely useful, it is important not to overuse them, **otherwise** your writing may sound too verbose. **In contrast**, not using them enough will make your writing sound simplistic. **Finally**, be sure that you use a suitable range of linking words.

**Activity: Choose the appropriate connective words in the following sentences:**

1. The car was recalled \_\_\_\_\_ **because of / resulting in** a design fault.
2. The factory was forced to close \_\_\_\_\_ **as a result of / therefore** the sales rapidly declining.
3. The fire started at the weekend. \_\_\_\_\_ **Owing to/Since** the office was empty, no one was hurt.
4. Rising wages \_\_\_\_\_ are possibly one \_\_\_\_\_ of the primary causes of inflation; \_\_\_\_\_ **however/therefore** more evidence is needed to support this claim.
5. \_\_\_\_\_ **Despite /whereas** the evidence being presented by experts, some people still do not agree with the decision.
6. Money can't buy happiness. \_\_\_\_\_ **However/Therefore** , it certainly makes life more comfortable.
7. \_\_\_\_\_ **While/however** children incur medical costs to the state, the care of the

elderly is much higher.

8. Spanish adult English learners often have to fit classes around their work. \_\_\_\_\_ **In addition, Nevertheless,** they have to pay for the full costs of their courses.

9. Peterson's sell antique furniture \_\_\_\_\_ **as well as/ in contrast to** selling rare books.

10. \_\_\_\_\_ **Also/ in addition to** the university having a sports centre, there is a fully equipped gym.

**Activity: Insert the appropriate connective words in the following sentences:**

- In this text the category of the connective word is given.

Our state's correctional system is plagued with problems (a)\_\_\_\_\_ (example), high officials increase their personal wealth by awarding building and catering contracts to disreputable companies in return for bribes. (b)\_\_\_\_\_ (addition), promotions within the system are made on the basis of politics, not merit (c)\_\_\_\_\_ (effect), the system is filled with people at the top who know little about what they are doing. (d)\_\_\_\_\_ (addition), careless security measures, allowing trusted inmates to control certain operations of the institution, are part of the growing problem. But one increasing tendency in particular is doing harm to the system's image and efficiency. This is the tendency of officials who are charged with important tasks and who make faulty decisions to cover up their mistakes. (e)\_\_\_\_\_ (conclusion), one would think that amid all the strife some effort would be made to rectify these problems, but a seemingly dogged determination to resist change overshadows the system.