

# Cohesive Devices for organising and Ordering language

Complete the document with the full missing word

*Useful language for writing reports or essays, participating in discussions or debates, giving instructions, presentations or speeches*

## ➤ To introduce a number of points

1. T \_\_\_\_\_ a \_\_\_\_\_ a n \_\_\_\_\_ o \_\_\_\_\_ w \_\_\_\_\_
2. T \_\_\_\_\_ a \_\_\_\_\_ a n \_\_\_\_\_ o \_\_\_\_\_ t \_\_\_\_\_
3. T \_\_\_\_\_ a \_\_\_\_\_ a n \_\_\_\_\_ o \_\_\_\_\_ p \_\_\_\_\_
4. T \_\_\_\_\_ a \_\_\_\_\_ a n \_\_\_\_\_ o \_\_\_\_\_ f \_\_\_\_\_

## ➤ To introduce the first point that you want to make

1. F \_\_\_\_\_
2. F \_\_\_\_\_
3. F \_\_\_\_\_ o \_\_\_\_\_ a \_\_\_\_\_
4. T \_\_\_\_\_ s \_\_\_\_\_
5. I \_\_\_\_\_

Which two of the above cohesive devices are the most formal and are commonly used in formal or academic writing?

## ➤ At an advanced level when you want to begin discussing something based on a guess or hypothetical idea you could say

"L \_\_\_\_\_ b \_\_\_\_\_ w \_\_\_\_\_ t \_\_\_\_\_ a \_\_\_\_\_ t \_\_\_\_\_ ..."

## ➤ To introduce an idea or concept or fact as the starting point for discussion or conversation you could say something like

"L \_\_\_\_\_ b \_\_\_\_\_ w \_\_\_\_\_ t \_\_\_\_\_ i \_\_\_\_\_ t \_\_\_\_\_ ..."

"L \_\_\_\_\_ b \_\_\_\_\_ w \_\_\_\_\_ t \_\_\_\_\_ f \_\_\_\_\_ t \_\_\_\_\_ ..."

## ➤ To provide a clear and organized structure when presenting a series of points or ideas

F \_\_\_\_\_ / F \_\_\_\_\_

S \_\_\_\_\_ / S \_\_\_\_\_

T \_\_\_\_\_ / T \_\_\_\_\_

Which of the previous cohesive devices are the most formal?

- To introduce the next step in a series of steps. It is a formal word that is often used in professional or academic contexts.

S \_\_\_\_\_

- To more informally introduce the next step in a series of steps.

L \_\_\_\_\_

A \_\_\_\_\_ / a \_\_\_\_\_

What is the difference between the two cohesive devices beginning in 'A'?

- To talk about two things that happen at the same time it can be used in either an informal or formal context.

M \_\_\_\_\_

- To indicate that you are about to provide a brief overview or summary of the main points discussed.

T \_\_\_\_ s \_\_\_\_\_

T \_\_\_\_ s \_\_\_\_\_ u \_\_\_\_\_

- To signal that you are coming to the end of whatever you are presenting.

I \_\_\_\_ c \_\_\_\_\_

T \_\_\_\_\_ c \_\_\_\_\_

Which of the previous two cohesive devices is slightly more formal than in conclusion but with very little difference in meaning or tone?

Are the cohesive devices in this lesson often followed by a comma when writing?

YES

NO