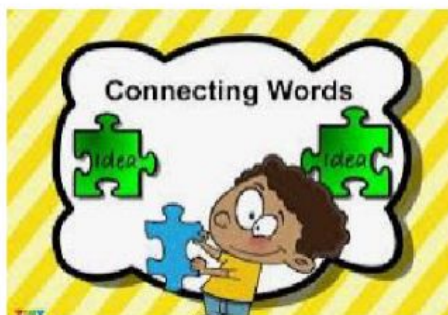


## Theme 2:



Linking (connecting) words help you to connect ideas and sentences when you speak or write in English. We can use linking words to give examples, add information, summarize, sequence information, give a reason or result, or to contrast ideas.

Here's a list of the most common linking words and phrases:

**GIVING EXAMPLES:** For example, For instance, Namely.

The most common way to give examples is by using for example or for instance. Namely refers to something by name.

- There are two problems: namely, the expense and the time.

**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.

**SUMMARIZING:** In short, In brief, In summary, To summarize, In a nutshell, To conclude, In conclusion

We normally use these words at the beginning of the sentence to give a summary of what we have said or written.

**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...

**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.

**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.

- **Because** it was raining, the match was postponed.
- We believe in incentive schemes **because** we want our employees to be more productive.

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

- **Since** 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 is 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, In theory... in practice...

**But** is more informal than **however**. They are 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 + 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.

**In theory... in practice...** show an unexpected result.

- **In theory**, teachers should prepare lessons, but **in practice**, they often don't have enough time."

[Click here to see a detailed list of linking words:](#)⇒

Connecting  
WORDS



#### Exercise 4: Complete the following sentences with correct linking words.

otherwise ▾	in addition ▾	although ▾	whereas ▾	despite ▾	therefore ▾
unless ▾	moreover ▾	hence ▾	furthermore ▾	instead ▾	nonetheless ▾

1. She got the job \_\_\_\_\_ the fact that she had very little experience.
2. My sister's hand-writing is always so neat, \_\_\_\_\_ mine is a total mess.
3. I lost the game, but I told myself that I had improved a lot \_\_\_\_\_.
4. You'd better wear a helmet when you go roller-blading. \_\_\_\_\_, you could hurt yourself.
5. Reading is an excellent way to increase your vocabulary. \_\_\_\_\_, it can also help you improve your grammar.
6. The student's essay was badly written. \_\_\_\_\_, it was too short.
7. Wine will spoil if exposed to light; \_\_\_\_\_, wine bottles are usually green or yellow.
8. Alcohol can delay your reaction times; \_\_\_\_\_, you should never drink and drive.
9. \_\_\_\_\_ we have talked about the dangers of smoking to the students before, I think the information bears being repeated.
10. Our prime minister is an incompetent leader. \_\_\_\_\_, his government is financially irresponsible.
11. He was an absolute failure in medical school, so he decided to try law \_\_\_\_\_.
12. You are not eligible for a subsidized bus pass \_\_\_\_\_ you are a full-time student.

[You can practice this exercise here:](#) ⇒

Exercise 4

