

75 Link words and phrases

A Written and spoken

Here are some link words from both written and spoken English.

*Some people can work to music **while/whereas** others find it very difficult.*

***While** the situation is not ideal, we'll have to manage.*

*It's not a serious problem. **Nonetheless/Nevertheless**, we'll have to do something about it.*

People respect the minister for her knowledge of education.

***Furthermore/Moreover**, they trust her.*

*You can withdraw £250 a day, **provided/providing** that you have the money in your account.*

*I'd better shut the window, **otherwise** it'll get cold in here.*

*Isabella failed her maths exam. **Consequently**, they wouldn't give her a place at the college.*

*I wasn't very keen on the idea of flying to Australia. **Besides**, I couldn't afford it.*

*Regular exercise strengthens the heart, **thereby** reducing the risk of heart attack.*

GLOSSARY

while	used to compare or contrast two people, things, situations, etc. SYN whereas
while	(at the beginning of a sentence) although; despite the fact that ...
nonetheless formal	despite this fact SYN nevertheless
furthermore formal	(used especially to add a point to an argument) in addition to what has just been said SYN moreover formal
provided (that)	used to say what must be done or happen to make sth else possible; only if SYN providing (that)
otherwise	used to state what the result would be if sth didn't happen or the situation were different
consequently	as a result; therefore
besides	in addition to what has just been said
thereby formal	used to introduce the result of the action or situation mentioned

1 Circle the correct answer(s). Sometimes both answers are possible.

- The students are happy with the course. *Furthermore* / *Nonetheless* they want to carry on next term.
- My father was there for two days, *whereas* / *while* the recommended stay is three.
- We left early, *otherwise* / *consequently* we would've missed the bus.
- Neither of us had an umbrella. *Consequently* / *Therefore*, we both got rather wet.
- I don't really want to go. *Nevertheless* / *Besides*, it's too late now.
- While* / *Although* the weather wasn't great, we still managed to have a good time.
- I can stay at the hotel *providing* / *while* I book well in advance.
- The company will offer compensation, *thereby* / *nevertheless* ending the dispute.

2 Complete the sentences with a suitable link word or phrase.

- I found the work quite difficult my brother thought it was easy.
- It is one of the best places to stay., it's not that expensive.
- You can borrow the car that you return it by the weekend.
- We both found the walk very tiring., we carried on till the end.
- It's a long way to go just for the evening., I'm not that keen on opera.
- The government reduced spending on arms, increasing funds available for health.
- We had to stay and wait for my mother, and we missed our train.
- I'll have to work on Saturday, I'll never finish this project on time.

3 Complete the sentences in a logical way.

- I don't really want to go abroad this summer. Besides,
- My brother is always late whereas
- I missed the bus and consequently
- You can watch me practise provided that
- We'd better lock the door, otherwise
- It wasn't the greatest film I've ever seen. Nevertheless,



TEST YOURSELF

B More formal link words

... It is our understanding that the residents of Alton Court received a full apology from the Council in writing **prior to** the meeting of 7 June. **In view of** the limited **inconvenience** they suffered, this was felt to be **adequate**; **thus** no further action was taken.

With regard to Mr Wilson, however, some damage was caused to his property, and he **was obliged** to move out while the damage was being repaired. **Since** the council accepts full responsibility for this, it has agreed to pay Mr Wilson the full costs of the repair and a further £200 **in compensation**.

In conclusion, we hope this brings an end to the matter.

Yours ...

GLOSSARY

prior to sth <i>formal</i>	before sth
in view of sth <i>formal</i>	SYN considering sth
inconvenience	a quality of not being easy or suitable OPP convenience
adequate	acceptable; good enough OPP inadequate
thus <i>formal</i>	therefore; for this reason SYN hence <i>formal</i>
with regard to sb/sth <i>formal</i>	connected with sb/sth SYN regarding sb/sth <i>formal</i>
oblige (<i>usually passive</i>)	force sb to do sth
since	as; because
compensation	money you pay to sb because you have injured them, or lost or damaged their property
in conclusion	used in writing or a formal speech to show that you are about to finish what you are saying

4 Underline the stress on these words. Use the APP to help you.

considering inconvenience adequate
conclusion inadequate compensation

5 Replace the underlined word(s) with a more formal word or phrase.

- 1 He was only seven years old, so he could not be held responsible for his actions. _____
- 2 We were told before the meeting. _____
- 3 His performance was extraordinary considering his advancing years. _____
- 4 As far as the other climbers are concerned, we have no further information. _____
- 5 So, to finish what I was saying, there is still a lot of research we need to do. _____
- 6 In the end, they had to release the men _____

6 Complete the sentences.

- 1 I wasn't happy with her apology. I didn't think it was _____ at all.
- 2 They did not have valid tickets, _____ they were not allowed to board the train.
- 3 _____ our conversation yesterday, I had not met either man.
- 4 Work on the new extension will commence next month. _____ the roof, the contractors have assured us that necessary repairs will be carried out immediately.
- 5 _____ the complaints received, we will need to speak to the director.
- 6 _____, the board would like to thank everyone for attending the meeting and for making such a positive contribution.
- 7 As the rail company lost all our luggage, we are asking them for _____.
- 8 I didn't have enough money to pay the fare, so I was _____ to get off the train.
- 9 The building work made life difficult, but the neighbours did apologize for the _____.
- 10 We decided to go home early _____ we had already done everything we planned to do.
- 11 The heating on the train was _____, so I complained to the rail company.
- 12 They provided additional seats for the _____ of the customers.



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