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.

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

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

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

3 Complete the sentences in a logical way.

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

TEST YOURSELF

LIVEWORKSHEETS

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 *formal*	before sth
in view of sth *formal*	SYN **considering sth**
inconvenience	a quality of not being easy or suitable OPP **convenience**
adequate	acceptable; good enough OPP **inadequate**
thus *formal*	therefore; for this reason SYN **hence** *formal*
with regard to sb/sth *formal*	connected with sb/sth SYN **regarding sb/sth** *formal*
oblige (*usually passive*)	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.

TEST YOURSELF

LIVEWORKSHEETS