

## ORDERING IDEAS (2)

- Remember that there are words and phrases to help you **order your ideas when you write a letter or story**.
- Introduce the first action with **First of all**, for example:  
**First of all**, the actor came onto the stage.
- For two actions happening at the same time, use **while**, for example:  
The audience listened **while** he performed.
- For actions that happen one after another, use **then, after that, after** or **before**, for example:  
**After** he had finished, the curtain closed.
- Introduce the last event with **Finally** or **In the end**, for example:  
**Finally**, the audience cheered and clapped.

### Complete the sentences with these words.

after      finally      first      that      then      while

1. \_\_\_\_\_, we left the theatre and went home.
2. She was watching a soap opera \_\_\_\_\_ he was reading a newspaper.
3. \_\_\_\_\_ going to the ballet, they went to a restaurant.
4. First, the actor forgot the lines. After \_\_\_\_\_, she ran off the stage crying.
5. We are driving to the airport. \_\_\_\_\_ we are catching a plane to London.
6. \_\_\_\_\_ of all the actors met to practise for the play.