



O'level

Foundation

Week 32

The Write Tribe

**SITUATIONAL WRITING:
REPORT : INCIDENT
REPORT: PROPOSAL**



Transitional words and phrases useful for Report Writing

1. To signal <u>addition</u> of ideas	and, also, besides, further, furthermore, too, moreover, in addition, then, of equal importance, equally important, another
2. To signal <u>time</u>	next, afterward, finally, later, last, lastly, at last, now, subsequently, then, when, soon, thereafter, after a short time, the next week (month, day, etc.), a minute later, in the meantime, meanwhile, on the following day, at length, ultimately, presently
3. To signal <u>order</u> or <u>sequence</u>	first, second, (etc.), finally, hence, next, then, from here on, to begin with, last of all, after, before, as soon as, in the end, gradually
4. To signify <u>space</u> and <u>place</u>	above, behind, below, beyond, here, there, to the right (left), nearby, opposite, on the other side, in the background, directly ahead, along the wall, as you turn right, at the tip, across the hall, at this point, adjacent to
5. To signal an <u>example</u>	for example, to illustrate, for instance, to be specific, such as, moreover, furthermore, just as important, similarly, in the same way
6. To show <u>results</u>	as a result, hence, so, accordingly, as a consequence, consequently, thus, since, therefore, for this reason, because of this
7. To signal <u>purpose</u>	to this end, for this purpose, with this in mind, for this reason, for these reasons
8. To signal <u>comparisons</u>	like, in the same (like) manner or way, similarly
9. To indicate <u>contrast</u>	but, in contrast, conversely, however, still, nevertheless, nonetheless, yet, and yet, on the other hand, of course, on the contrary, or, in spite of this, actually, a year ago, now, notwithstanding, for all that, strangely enough, ironically
10. To signal <u>alternatives</u> , <u>exceptions</u> , and <u>objections</u>	although, though, while, despite, to be sure, it is true, true, I grant, granted, I admit, admittedly, doubtless, I concede, regardless
11. To <u>dispute</u>	it isn't true that, people are wrong who say that, deny that, be that as it may, by the same token, no doubt, we often hear it said, many people claim, many people suppose, it used to be thought, in any case
12. To <u>intensify</u>	above all, first and foremost, importantly, again, to be sure, indeed, in fact, as a matter of fact, as I have said, as has been noted
13. To <u>summarize</u> or <u>repeat</u>	in summary, to sum up, to repeat, briefly, in short, finally, on the whole, therefore, as I have said, in conclusion, as you can see

Exercise 1

1. Our classrooms become very warm during the summer. **Unfortunately / Therefore** it would be good to install an air conditioner in every classroom.

- a. Unfortunately
- b. Therefore

2. Homework has increased since last year. **Furthermore / As a result**, students are having difficulty finding time to revise.

- a. Furthermore
- b. As a result

3. We won the inter-state competition. **In addition / However**, we are not happy. We believe we could have scored better.

- a. However
- b. In addition

4. There are many benefits to introducing exotic cuisines to our school canteen. **For example / Such as** it can bring awareness to different types of our cultural foods in the world.

- a. For example
- b. Such as



5. There has been an increase of late-comers in our school. **As a result / Furthermore**, the warnings meted out to late-comers has little to no effect on them.

a. Furthermore

b. As a result

6. Soccer is a safe sport to play. **In addition / On the contrary** wrestling may cause students to incur injuries.

a. In addition

b. On the contrary

7. Eating well will ensure students lead a healthier life. **Moreover / As a result** exercising every day should also be highly recommended.

a. As a result

b. Moreover

8. **To sum up / On the contrary** introducing a variety of cuisines, bringing more exchange students and organizing cultural events will promote racial harmony.

a. On the contrary

b. To sum up



9. If harsh punishments are not meted out to bullies, it would be difficult to eradicate such behaviours. **However / Moreover**, more and more students may be subjected to bullying.

a. However

b. Moreover

10. Our school toilets are in need of renovation. **However / In particular**, the school toilets in the adjacent building is in urgent need for renovation.

a. However

b. In particular

11. The number of vandals in our school have decreased over the last twelve months. **Above all / In contrast** the number of late comers have gone up.

a. Above all

b. In contrast

12. Essays must be handed on time. **Otherwise / Obviously**, they will not be marked.

a. Otherwise

b. Obviously

