

# 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

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

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

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

#### 6 Complete the sentences.

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



TEST YOURSELF