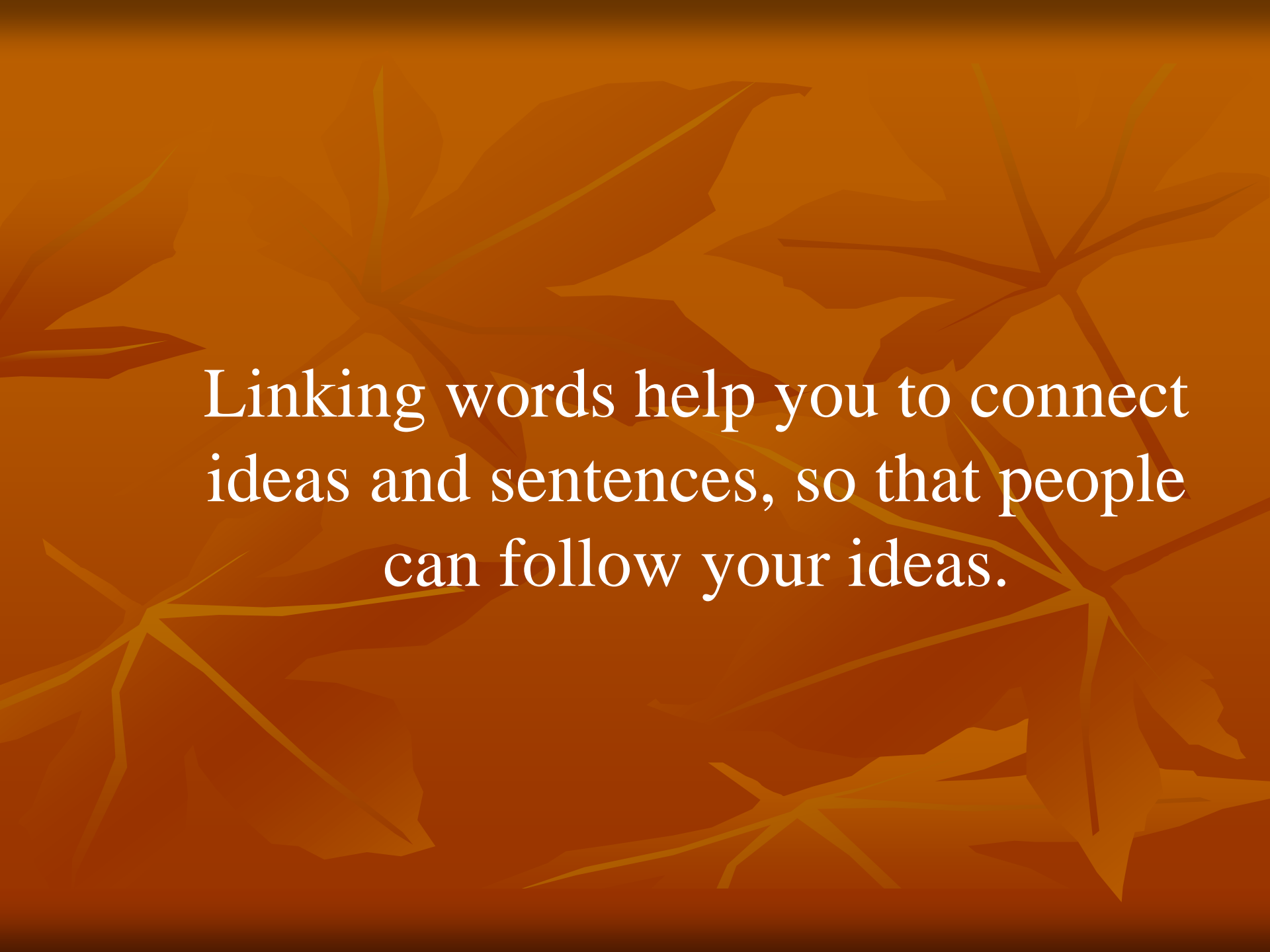


Speaking English

Linking words



Linking words help you to connect ideas and sentences, so that people can follow your ideas.

Giving examples

**For example,
For instance, Namely**

The most common way of giving examples is by using for example or for instance.

Namely refers to something by name.

"There are two problems: namely, the expense and the time."

Adding information

And

Also

In addition

Too

As well as

Furthermore

Moreover

Apart from

In addition to

Besides

We don't usually start a sentence with **also**. If you want to start a sentence with a phrase that means also, you can use **In addition**, or **In addition to this...**

Ideas are often linked by **and**. In a list, you put a comma between each item, but not before **and**.

"We discussed training, education **and** the budget."

Also is used to add an extra idea or emphasis.

"We **also** spoke about marketing."

You can use **also** with **not only** to give emphasis.

"We are concerned **not only** by the costs, **but also** by the competition."

As well as

Too

As well as can be used at the beginning or the middle of a sentence.

"*As well as* the costs, we are concerned by the competition."

"We are interested in costs *as well as* the competition."

Too goes either at the end of the sentence, or after the subject and means *as well*.

"They were concerned *too*."

"I, *too*, was concerned."

**Apart from,
besides**

**Moreover and
furthermore**

Apart from and **besides** are often used to mean **as well as, or in addition to.**

"**Apart from** Rover, we are the largest sports car manufacturer."

"**Besides** Rover, we are the largest sports car manufacturer."

Moreover and **furthermore** add extra information to the point you are making.

"Marketing plans give us an idea of the potential market.
Moreover, they tell us about the competition."

Summarising

**In short,
In brief,
In summary,**

**To summarise,
In a nutshell,
To conclude,
In conclusion**

We normally use these words at the beginning of the sentence to give a summary of what we have said or written

Sequencing ideas

**The former, ... the latter,
Firstly, secondly, finally.**

**The first point is,
Lastly,
The following**

The former and the latter are useful when you want to refer to one of two points.

"Marketing and finance are both covered in the course. **The former** is studied in the first term and **the latter** is studied in the final term."

Firstly, ... secondly, ... finally (or lastly) are useful ways to list ideas.

The following is a good way of starting a list.

"The following people have been chosen to go on the training course: N Peters, C Jones and A Owen."

Giving a result

**Therefore,
So.**

**Consequently,
As a result.**

Therefore, so, consequently and as a result are all used in a similar way.

"The companies are expanding. **Therefore / So / Consequently / As a result**, they are taking on extra staff."

So is more informal.

Contrasting ideas

But,
However,
although / even,
though

Unlike,
In theory... in,
practice....,

The background of the slide is a solid orange-brown color, overlaid with faint, stylized silhouettes of autumn leaves in various shades of brown and gold. The leaves are scattered across the frame, with some showing prominent veins.

**Nonetheless,
While,
Whereas,**

**Despite / despite
the fact that,
In spite of / in spite
of the fact that,
Nevertheless**

But is more informal than **however**.

It is not normally used at the beginning of a sentence.

. "He works hard, **but** he doesn't earn much."

"He works hard. **However**, he doesn't earn much."

While, whereas and **unlike** are used to show how two things are different from each other.

"**While** my sister has blue eyes, mine are brown."

"Taxes have gone up, **whereas** social security contributions have gone down."

"**Unlike** in the UK, the USA has cheap petrol."

Although, despite and in spite of ---

With these words, you must have
two halves of a sentence.

"**Although** it was cold, she went out
in shorts."

"**In spite of** the cold, she went out
in shorts."

Nevertheless and nonetheless
mean **in spite of that** or **anyway**.

"The sea was cold, but he went swimming **nevertheless**." (In spite of the fact that it was cold.)

"The company is doing well.
Nonetheless, they aren't going to expand this year."