

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
In addition
As well as
Also
Too
Furthermore
Moreover
Apart from
In addition to
Besides

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."

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...**

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 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.

It's rare to use "fourthly", or "fifthly". Instead, try **the first point, the second point, the third point** and so on.

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 reason

Due to / due to the fact that
Owing to / owing to the fact that
Because
Because of
Since
As

Due to and **owing to** must be followed by a noun.

"Due to the rise in oil prices, the inflation rate rose by 1.25%."

"Owing to the demand, we are unable to supply all items within 2 weeks."

If you want to follow these words with a clause (a subject, verb and object), you must follow the words with **the fact that**.

"Due to the fact that oil prices have risen, the inflation rate has gone up by 1%25."

"Owing to the fact that the workers have gone on strike, the company has been unable to fulfill all its orders."

Because / because of

Because of is followed by a noun.

"Because of bad weather, the football match was postponed."

Because can be used at the beginning or in the middle of a sentence. For example, "Because it was raining, the match was postponed."

"We believe in incentive schemes, because we want our employees to be more productive."

Since / as

Since and **as** mean **because**.

"Since the company is expanding, we need to hire more staff."

As the company is expanding, we need to hire more staff."

Giving a result

Therefore

So

Consequently

This means that

As a result

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

"The company 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

Despite / despite the fact that

In spite of / in spite of the fact that

Nevertheless

Nonetheless

While

Whereas

Unlike

In theory... in practice...

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."

Although, **despite** and **in spite of** introduce an idea of contrast. 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."

Despite and **in spite of** are used in the same way as **due to** and **owing to**. They must be followed by a noun. If you want to follow them with a noun and a verb, you must use **the fact that**.

"Despite the fact that the company was doing badly, they took on extra employees."

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."

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."

In theory... in practice... show an unexpected result.

"In theory, teachers should prepare for lessons, but in practice, they often don't have enough time."