

Linking Words and Phrases

for Essays, Papers and Speeches

Listing

first, second, third...; / firstly, secondly, thirdly, lastly,...; to begin with,...; to start with,..., next,...; then; finally,...; lastly,...; to conclude,...; last but not least...

Adding

Always followed by a comma: furthermore,...; moreover,...; on top of that,...; in addition,...; (even) more importantly,...; what is more,...

At the end of a sentence always after a comma: ..., too

Comparing

The same goes for...(sth.); The same is true of/for (sth.) likewise,...; similarly,...; in the same way,...; while... (no comma)

Examples

namely...; such as..., for instance...; e.g./for example:

⇒ *Tip on using "e.g"*
(front position)

Put before the examples themselves, as in:

There were e.g. shoes, shirts, trousers...

⇒ *Tip on using "for example"*
(end position)

Put at the end of a list as in: There were lots of clothes on the floor of the teenager's room; shoes, shirts and trousers, for example.

Drawing conclusions

therefore; as a result (of...), what this means is...; in conclusion,...

Rephrasing

actually,...; in other words,...; the fact of the matter is...; Let me put it this way: ...

Contrasting

on the one hand... ⇔ on the other hand...

in contrast,...; ..., however, ...; whereas...; (no comma)>

at first (*I thought*) ⇔ but now... (*I know*)

Conceding

still,...; however,...; nevertheless,...; nonetheless,...; in spite of that,...; for all that,...; despite (the fact that)...

Mind these false friends

first (erstens, zuerst)

≠ ~~at first~~ (erst..., aber dann...)

last (zuletzt) ≠ ~~at last~~ (endlich!)

Linking phrases making sense

This is about a valuable skill, **namely** presenting an argument [---]. **In order to** get heard, practice is necessary **so that** arguments are understood and accepted.

It is a well-known fact that people argue all the time. Think of your family, **for example**.

Actually, making an argument in writing is **basically** the sort of essays that students write in German. In English these essays are either called

- an illustrative essay making a case exclusively for or against something (~"steigernde Erörterung"). This is the equivalent of a speech in a debate for one side only. Assignments use verbs like "*Comment on...*" or "*State...*".

or

- an argumentative essay (~"dialektische Erörterung"). This is like a speech first for one side then for the other finally leading up to a compromise.

In assignments one typical verbs is "*Discuss...*".

To begin with, you need to decide what to say. If you argue for or against something/if you put forward an argument/if you argue a case, you will have to give reasons.

Accordingly, .../as a result of that, you **first** brainstorm an issue, i.e. list anything that comes to mind **first**, and **then** choose the three best points.

Furthermore, .../moreover, some logical [---] order is needed **as well.../too**. **First** it helps the readers to grasp, **second** to digest and **third** and **last** to remember. **Otherwise** arguments and examples may be powerful in themselves but they might not convince or get across to readers or listeners.

An essay ought to be divided into three basic parts simply **because** any good speech will follow this pattern.

Introduction	Tell them what you are going to tell them.
Main Body <ul style="list-style-type: none">○ Argument 1 + example(s)○ Argument 2 + example(s)○ Argument 3 + example(s)	Tell them.
Conclusion	Tell them what you have told them.

On top of that, linking or connecting phrases will make it easier for people to accept what you are saying and, **even more importantly**, it will make it easier for you to convince your readers.

Still, .../all the same, .../nevertheless, .../however, even the best arguments need supporting, and this is where examples come in. They illustrate the reasons you put forward. In order to appear credible, refer to some universally known examples, **e.g.** the life and ultimate triumph of Nelson Mandela.

Similarly, you can talk about global warming, **for example, .../for instance**, and mention changing weather patterns **in general** and/or the flooding of New York in 2012 **in particular**.

In conclusion, you will sum up what you have said and make it hit home, i.e. get the readers on your side. **Therefore**, ..., / **finally, .../in a word, .../in short, .../in summary**, you work up to a climax and end on a high note of trust in people's common sense that they will accept your argument.

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