

## TO INTRODUCE A SET OF UNLINKED SENTENCES:

### TRANSITIONS

12. One very helpful way to link sentences of the paragraph is to use some standard phrases and adverbs that are called transitions because they act as a bridge between ideas. Here are a few examples; maybe you can think of others:

TO INTRODUCE AN ILLUSTRATION	TO ADD ANOTHER ASPECT OF THE SAME IDEA	TO POINT OUT A CONTRAST OR QUALIFICATION	TO INDICATE A CONCLUSION OR RESULT	TO INDICATE A TIME
For example, For instance, To illustrate, As an illustration, on,	Besides, Again, Next, In the second place, Similarly,  In addition, Finally, Also, First, And Furthermore, Moreover,	Otherwise, In contrast, On the other hand, Instead, Meanwhile,  Still, Despite this, Just the same, But However, Yet Nevertheless,	In conclusion, To sum up, In other words, As a result, Accordingly,  In short, Obviously, Clearly, Thus, Consequently, Therefore, So	At the same time, Nowadays, Up to now, So far, From then  Until then, Today,

Notice that the linking adverbs were included because they are transitions, too. Other transitions that don't seem to fit any of these categories are in a way, in a sense, as you know, as you see, in the first place, in fact, and of course. (These can be varied to fit the sentence.)

Most of the time you would put the transition at the beginning of the sentence because it attracts more attention there. And, since it isn't essential, you should set it off by a comma unless for some reason you don't want the reader to pause. (On the other hand, you might want to put a comma after a short linking adverb if you do want the reader to pause.)

## TRANSITIONAL WORDS AND PHRASES

### *Adding a point or piece of information:*

and, also, in addition, moreover, furthermore, first/ second/ third/ finally

### *Making an exception or contrasting point:*

but, however, nevertheless, on the other hand, yet, still, on the contrary, in spite of

### *Giving a general example:*

sometimes, on certain occasions, often, many times, in some cases, in a few instances, in other instances

*Note:* General examples should always be followed by specific examples.

### *Giving specific examples or illustrations:*

for example, for instance, as an illustration, in particular, to illustrate

### *Clarifying a point:*

that is, in other words, in effect, put simply, stated briefly

### *Conceding a point to the opposing side:*

granted that, it may be true that, even though, although

### *Indicating place, time, or importance:*

*Place:* above, beside, beyond, to the right, below, around

*Time:* formerly, hitherto, earlier, in the past, before, at present, now, today, these days, tomorrow, in the future, next, later on, later

*Importance:* foremost, most important, especially, of less importance, of least importance

### *Indicating the stages in an argument or process, or the items in a series:*

initially, at the outset, to begin with, first, first of all, up to now, so far, second, thus far, next, after, finally, last of all

### *Giving a result:*

as a result, consequently, accordingly, as a consequence, therefore, thus, hence, then, for that reason

### *Summing up or restating the central point:*

in sum, to sum up, in summary, to summarize, to conclude, in brief, as you can see, in short