

When you are writing it is important that the connections between your ideas are made very clear. If you do not make clear links between your ideas then you cannot be certain that the reader will make the connections that you have intended. You can make your thoughts clear by using linking words and phrases to connect your ideas. For this reason linking words and phrases are often called **connectives**.

Connectives act like a road map for the reader to indicate the flow and order of your writing and ideas. The use of linking words and phrases makes it easier for the reader to follow your ideas between parts of a sentence, from one sentence to another, and from one paragraph to another. Selecting the right connectives also forces you to think about how you are linking your ideas and whether the connections make sense or not.

Particular words and phrases serve different functions when connecting ideas. For example, they can signal or signpost the use of additional information, opposition or contrast, cause and effect, emphasis, clarification, or a relationship in time or sequence.

The following linking words and phrases can be used to provide your reader with indications about how your ideas are connected in your writing.

TYPE OF LINK	HOW IT IS USED	EXAMPLES
ADDITION	To add to what has been previously stated	Additionally..., and also..., apart from this..., furthermore..., in addition..., moreover..., further..., what is more...
CONDITION	To provide a condition to what has been stated	If..., in that case..., provided that..., unless...
COMPARISON	To show how things are similar	Similarly..., equally..., in the same way..., likewise..., correspondingly...
CONTRAST	To show how things are different	Alternatively..., conversely..., even so..., on the other hand..., unlike..., differing from..., contrary to..., rather..., whereas..., instead...
EMPHASIS	To put forward a point or idea more forcefully	Indeed..., it should be noted..., most importantly..., to repeat..., unquestionably..., in particular..., notably..., particularly..., especially..., above all...
ILLUSTRATION	To provide examples	For example..., for instance..., to illustrate..., to demonstrate...
RESTATEMENT	To express an alternative to what has been previously stated	In other words..., simply put..., to put it differently..., that is...
CAUSE	To provide reasons for what has been stated or has occurred	Because..., due to...
EFFECT	To provide the effect of what has been stated or has occurred	As a result..., consequently..., for this reason..., hence..., therefore..., thus..., as a consequence...
CONCESSION	To accept a point or idea with reservations	Admittedly..., although..., however..., all the same..., up to a point..., even so..., in spite of..., even though...
GENERALISATION	To make a general statement	As a rule..., for the most part..., generally..., in general..., on the whole..., usually..., in most cases...
SUMMARY	To sum up what has been previously stated	Altogether..., therefore..., in conclusion..., in short..., to sum up..., in summary..., to conclude...
ORDER	To indicate the order of what is being said	First..., second..., third..., next..., before..., earlier..., finally..., subsequently..., previously..., and then..., meanwhile...
	To mark the end of an ascending order	Above all..., lastly and most importantly..., last but not least...
	To mark the beginning of a descending order	First and foremost..., first and most importantly...

CAN YOU INSERT APPROPRIATE CONNECTIVE WORDS IN THE FOLLOWING SENTENCES?

Text A: In this exercise the category of connective word is given.

Our state's correctional system is plagued with problems. (a)_____ (*example*), high officials increase their personal wealth by awarding building and catering contracts to disreputable companies in return for bribes. (b)_____ (*addition*), promotions within the system are made on the basis of politics, not merit. (c)_____ (*effect*), the system is filled with people at the top who know little about what they are doing. (d)_____ (*addition*), careless security measures, allowing trusted inmates to control certain operations of the institution, are part of the growing problem. But one increasing tendency in particular is doing harm to the system's image and efficiency. This is the tendency of officials who are charged with important tasks and who make faulty decisions to cover up their mistakes. (e)_____ (*conclusion*), one would think that amid all the strife some effort would be made to rectify these problems, but a seemingly dogged determination to resist change overshadows the system.

Text B: In this exercise you will have to decide which category is most appropriate.

Genetic screening in business, or testing the genes of employees to see if they are susceptible to workplace-related diseases, may present problems for the tested. (a)_____, the genetic screening tests and technology in general are in their infancy stages. (b)_____, many physicians and health professionals doubt their reliability. (c)_____, once genetic information is recorded on employees, it cannot always be kept secret. Even though employers are assured that their medical files are confidential, clerical staff have access to them. (d)_____, if they are entered into a computer data base, they are available to anyone with access. (e)_____, some argue that such screening procedures are violations of personal rights. (f)_____, many cite similarities between genetic screening and drug testing, noting that both involve a process of obtaining information from unwilling individuals that might affect them adversely. Opponents of genetic screening point out that some employees with the potential for workplace diseases would rather run the risk than lose their jobs.

(taken from Parks, AF, Levernier, JA and Hollowell, IM 2000, *Structuring paragraphs and essays: A guide to effective writing*, 5th edn, Bedford/St. Martin's, Boston)

Answers:

Text A	Text B
(a) Example: For one thing	(a) Example: First
(b) Addition: Furthermore	(b) Effect: Consequently
(c) Effect: As a result	(c) Addition: Moreover
(d) Addition: In addition	(d) Example: Indeed
(e) Conclusion: In short	(e) Result: Hence
(f) Example: For instance	(f) Example: Specifically

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