



## Linking words and phrases

Linking words and phrases are used to make your writing flow. They connect and logically organise ideas in and across sentences and paragraphs. Creating this flow makes it much easier to read and understand the ideas you are presenting in your assignment.

**Table 1: Example linking words**

Sequencing ideas	Firstly...	Secondly...	Finally...
The process of academic writing includes a number of steps. <b>Firstly</b> , it is important to understand the task question. <b>Secondly</b> , brainstorming around the topic is useful to identify possible ways of approaching the task.			
Adding information	Moreover...	In addition...	Furthermore...
When reading for an assignment, students should keep the essay question in mind. By doing so, they can avoid reading irrelevant texts. <b>Moreover</b> , they can begin to formulate an opinion or position in relation to the essay question.			
Showing similarities/comparisons	Likewise...	Similarly...	
While researching, it is important that students take notes of relevant ideas using their own words. This will help with paraphrasing and demonstrating an understanding of the text. <b>Similarly</b> , it is important that students critically analyse these ideas to identify their relevance to the essay topic.			
Showing differences/contrasts	In contrast...	Conversely...	On the other hand...
When taking notes, there is no need to use formal language. <b>In contrast</b> , paraphrasing those notes requires a more formal and academic style.			
Showing alternative ideas/concessions	However...	Nonetheless...	Nevertheless...
In an essay, the writing should be formal and objective. <b>However</b> , the student's voice should still be evident.			
Clarifying	In other words...	That is...	
<b>In other words</b> , students need to provide evidence to support their points.			
Explaining in another way	That is...	In other words...	This means that...
<b>This means that</b> students should avoid personal language, but at the same time explain ideas or theories through the use of referenced support, and analysis of that support.			
Expressing results/cause and effect	Therefore...	Consequently...	As a result...
<b>Therefore</b> , it is clear that writing an assignment involves the use of academic language.			
Giving illustrations/examples	For example...	To illustrate...	For instance...
<b>For instance</b> , rather than writing 'In my opinion...', it is more appropriate to write 'It is argued that...'			
Concluding	In conclusion...	To conclude...	To summarise...
<b>In conclusion</b> , it is important that students edit their writing thoroughly to ensure that it is academic in style and referenced appropriately.			



### Activity

Which paragraph demonstrates a flow of ideas? Can you identify the linking words/phrases and their purpose in that paragraph?

#### Paragraph A

Studying at university has a number of benefits. Students can build on their social networks. They can meet a range of people from diverse backgrounds. They can develop long-lasting friendships and enrich their social lives. During tutorial sessions, students can develop effective communication skills. They can learn to negotiate, collaborate and compromise. This is important for future professional contexts. Students can become critical thinkers and more open-minded about the world as they see it. They can learn how to develop arguments and support them with evidence from reliable sources. Students can become independent learners and learn to manage their time and workload effectively. When they graduate they will benefit from university.

#### Paragraph B

Studying at university has a number of benefits. To begin with, students can build on their social networks. By meeting a range of people from diverse backgrounds, they can develop long-lasting friendships, and enrich their social lives. Furthermore, during tutorial sessions, students can develop effective communication skills. Through this experience, they can learn to negotiate, collaborate and compromise. Students can also become critical thinkers and become more open-minded about the world as they see it. In addition, they can learn how to develop arguments and support them with evidence from reliable sources. Other skills include independent learning, as well as time and workload management. With the ideas presented above, it can therefore be suggested that university attendance can play a vital role in both social and professional skill development.

### Answer

Paragraph B is better structured because it uses linking words and phrases to connect ideas across and within the paragraph. Paragraph A, on the other hand, does not flow as well – the language is mechanical in expression and the connection between ideas is not present.

The linking words and phrases in paragraph B are highlighted below. The purpose of each one is described in the box on the right-hand side.

Studying at university has a number of benefits. **To begin with**, students can build on their social networks. By meeting a range of people from diverse backgrounds, they can develop long-lasting friendships, and enrich their social lives. **Furthermore**, during tutorial sessions, students can develop effective communication skills. **Through this experience**, they can learn to negotiate, collaborate and compromise. Students can **also** become critical thinkers **and** more open-minded about the world as they see it. **In addition**, they can learn how to develop arguments and support them with evidence from reliable sources. **Other skills** include independent learning, **as well as** time and workload management. **With the ideas presented above**, it can therefore be suggested that university attendance can play a vital role in both social and professional skill development.

### Sequencing

- To begin with...

### Adding more ideas

- furthermore...
- also...
- in addition....
- and....
- other skills....
- as well as....

### Connecting ideas

- Through this experience....
- With the ideas presented above....