



STUDENT NOTES FOR SUCCESS

No 23

Transition words: A practical guide

Transition words link ideas together within a sentence (clause connector) or between sentences (sentence connector) and paragraphs (paragraph connector). They make the writing well-structured and cohesive.

This guide lists common transition words and phrases according to their function as a connector.

Addition

<i>in addition</i>	<i>as well as</i>
<i>furthermore</i>	<i>also</i>
<i>moreover</i>	<i>together with</i>
<i>additionally</i>	<i>apart from this</i>
<i>equally important</i>	<i>not only ... but also</i>
<i>and (then)</i>	<i>too</i>
<i>indeed</i>	<i>in fact</i>

Providing reason

<i>as a result</i>	<i>thus</i>
<i>therefore</i>	<i>for this reason</i>
<i>accordingly</i>	<i>because (of this)</i>
<i>since</i>	<i>so that</i>
<i>as a consequence</i>	<i>consequently</i>
<i>subsequently</i>	<i>in order to</i>

Comparison

<i>likewise</i>	<i>similarly</i>
<i>comparatively</i>	<i>in comparison</i>
<i>correspondingly</i>	<i>in the same way</i>
<i>while</i>	<i>whereas</i>
<i>like</i>	<i>another way to view this</i>

Sequence

<i>at first</i>	<i>to begin with</i>
<i>first</i>	<i>then</i>
<i>firstly</i>	<i>later</i>
<i>in the first place</i>	<i>before</i>
<i>second</i>	<i>prior to</i>
<i>secondly</i>	<i>concurrently</i>
<i>in the second place</i>	<i>meanwhile</i>
<i>later</i>	<i>at this time</i>
<i>next</i>	<i>followed by</i>
<i>eventually</i>	<i>initially</i>
<i>finally</i>	<i>previously</i>
<i>in the end</i>	<i>lastly</i>
<i>in the case of</i>	<i>regarding</i>
<i>concerning</i>	<i>primarily</i>

Contrast

<i>in contrast</i>	<i>although</i>
<i>a different view is</i>	<i>conversely</i>
<i>even so</i>	<i>even if</i>
<i>but</i>	<i>despite</i>
<i>however</i>	<i>nevertheless</i>
<i>nonetheless</i>	<i>while</i>
<i>(and) yet</i>	<i>(and) still</i>
<i>on the contrary</i>	<i>unlike</i>
<i>instead</i>	<i>whereas</i>
<i>even though</i>	<i>irrespective</i>
<i>notwithstanding</i>	<i>regardless</i>
<i>on the one hand</i>	<i>on the other hand</i>
<i>in spite of</i>	<i>but that as it may</i>



Expansion/Illustration

<i>for example</i>	<i>to illustrate</i>
<i>for instance</i>	<i>to demonstrate</i>
<i>an example of this is</i>	<i>in this case</i>
<i>such as</i>	<i>in this situation</i>
<i>as an illustration</i>	<i>for this reason</i>
<i>that is to say</i>	<i>with attention to</i>
<i>in other words</i>	<i>to put it differently</i>
<i>to explain</i>	<i>to put it another way</i>
<i>another key point</i>	<i>to enumerate</i>
<i>significantly</i>	<i>important to realise</i>

Qualification (adds a condition to the idea)

<i>generally</i>	<i>in most cases</i>
<i>on the whole</i>	<i>usually</i>
<i>in general</i>	<i>as a rule</i>
<i>for the most part</i>	<i>rarely</i>
<i>occasionally</i>	<i>fortunately</i>
<i>unfortunately</i>	<i>unfortunately</i>

Conclusion

<i>in summary</i>	<i>in conclusion</i>
<i>finally</i>	<i>in brief</i>
<i>to summarise</i>	<i>in short</i>
<i>to conclude</i>	<i>given these reasons</i>

Emphasis

<i>especially</i>	<i>in particular</i>
<i>mainly</i>	<i>notably</i>
<i>particularly</i>	<i>chiefly</i>
<i>specifically</i>	<i>most importantly</i>
<i>primarily</i>	<i>essentially</i>
<i>most significantly</i>	<i>in fact</i>

Examples with transitions:

Clause connector	The manager was not highly experienced, yet she still managed to earn the respect of her employees.
Sentence connector	The company paid record dividends to shareholders this year. In addition , it increased its employees' salaries by 10%.
Paragraph connector	As explained in the previous paragraph , the company experienced some difficulties with its investment portfolio during the first quarter of 2014.

When choosing transition words:

- Think about the relationship you want to convey.
- Select a word/phrase which best convey the information.
- Remember that they can change the whole meaning of the sentence.

Find out more at the CBS Academic Communication Development website: <http://bit.ly/BusinessACD>

You might also be interested in *Handy Handout 4. Developing Cohesion and Balance.*

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