



Linking Words and Phrases

To make your work more readable and meaningful, ideas and paragraphs must be linked. Linking words are essential in developing coherent, logical arguments and discussion in your assignments. They show the relationships between the ideas and are the glue that holds your assignment together. The table below provides an overview of commonly-used linking words.

List / Sequence words:
orders the information in a sequence

- first
- firstly
- the first second
- secondly
- the second / third, etc.
- next
- last
- the next
- the last
- finally
- in addition
- moreover
- also
- one (reason / problem / factor)

Effect / Results: *something brought by a cause*

- so
- as a result
- as a consequence
- therefore
- thus
- consequently
- hence
- due to
- as a result of
- as a consequence of
- result in

Emphasis: *special importance or significance*

- undoubtedly
- indeed
- obviously
- generally
- admittedly
- in theory
- in fact
- particularly
- especially
- clearly

Addition: *adds to what was previously stated*

- in addition
- furthermore
- also
- and
- as well as

Cause / Reason:
responsible for an action or result

- for
- because
- since
- as
- because of
- to cause
- the cause of
- the reason for

Elaboration / Qualification:
extends the meaning of an idea

- frequently
- occasionally
- usually
- especially
- in fact
- in particular
- actually
- specifically

Conclusion / Summary:

generalising or summing up

- in conclusion
- to summarise
- in brief
- in conclusion
- in short
- in general

Restatement / Explanation:

referring back

- in fact
- indeed
- that is
- in other words

Alternative:

- otherwise
- or
- if
- unless

Concede a point: *indicates*

a surprising statement in view of previous comments

- it is true that
- of course
- no doubt

Build towards climax:

- more / most importantly
- more / most significantly
- above all
- primarily
- essentially

Narrow the focus:

- specifically
- more to the point
- looking more closely at

Comparison: *indicates the similar relationship between things*

- similarly
- likewise
- also
- too
- as
- and
- just like
- similar to
- the same as
- not only...but also
- compared to / with

Contrast: *indicates the different relationship between things*

- however
- nevertheless
- although
- (even) though
- but
- yet
- in contrast
- in comparison
- whereas
- on the other hand
- on the contrary
- despite

Example: *illustrating the point*

- for example
- for instance
- that is
- such as
- including
- to illustrate
- namely

Time – Moving Forward:

- then
- later

Time – Moving Backward:

- previously
- earlier

Time – Simultaneous:

- meanwhile
- in the meantime



- next
- after that
- finally
- at long last
- in time
- eventually
- subsequently
- before that
- prior to that
- formerly
- initially...but now
- simultaneously
- at the same time
- at the moment

Other ways of ensuring coherence

1. Use internal referent words (or pronouns):

These words refer back to something that has already been mentioned. They are used to: link ideas, repeat the reference, avoid an unclear reference, and to avoid unnecessary repetition of subject/object.

this / that	the...(noun or noun phrase)	it / they / them
these / those	her / his / its	its / their

N.B. Be careful that the reader can clearly understand what they refer to.

2. Repeat phrases and key words:

Repeating an idea will help your reader stay focused on your writing.

3. Repeating words:

These words are useful for integrating references into your writing.

N.B.: Usually these words are used in the **present tense** because the **publication still exists**

address(es)	focus(es) (on)	promote(s)
suggest(s) (that)	define(s)	establish(ed)
argue(s) (that)	conclude(s) (that)	assert(s) (that)
according (to)	state(s) (that)	claim(s) (that)
found (that)	maintain(s) (that)	report(s) (that)
outline(s)	mention(s) (that)	

