

The most important devices for creating textual cohesion are the so-called connecting words and phrases, also known as linking words and phrases. They can be conjunctions (coordinating, correlative or subordinating conjunctions), adverbs, prepositions and prepositional phrases, and other idiomatic expressions.

- **Conjunctions** are joiners, words that connect words, phrases or clauses (i.e. a group of words containing a verb) in the same sentence.
- **Coordinating conjunctions** are used to join words, phrases and clauses of the same grammatical type (e.g. two words - two adjectives, two noun phrases, two main clauses).
- **Correlative conjunctions** always appear in pairs. We also use them to join words, phrases and clauses of the same grammatical type.
- **Subordinating conjunctions** are typically followed by a clause (i.e. a subject and a verb with its complements). The majority of subordinating conjunctions introduce adverbial clauses (i.e. clauses that function as adverbs indicating place, time, manner, etc.), but they can also introduce noun clauses (i.e. clauses that function as nouns, for example, as subject, object...), to infinitive clauses, and participle clauses.
- **Adverbs** are words that add to the meaning of a verb, an adjective, another adverb, or a whole sentence (these are called “sentence adverbs”). For example: 'He ran slowly', 'It's very hot', 'Naturally, we want you to come.'
- **Prepositions** are links which are followed by a noun phrase, including an object pronoun, or an -ing clause. Some multi-word sequences function as prepositions. They generally end in a simple preposition like “as, to, with...”: such as, according to, as well as, in addition to...

All of these linkers can be divided according to the meaning they convey.

In the following words (F) means that the word is only used in formal contexts.

\* **Notice:** When the words\* below (with an asterisk) begin the sentence, there is inversion:

We had hardly left the ground when the storm broke. → Hardly had we left the ground when the storm broke.

### **ADDITION: (UNIT 1)**

For ordering points and adding information we can use:

- Coordinating conjunction: **and**.
- Correlative conjunctions: **both... and... , not only\* ... but (also)...** (there is inversion when we begin a sentence with “not only...”).

He both drinks and smokes.

Harry not only missed the train, but he also lost his case → **Not only did Harry** miss the train, **but (he) also** lost his case.

- Adverbs: **additionally, also, as well, besides, first(ly)/ second(ly)/ etc, finally, furthermore (F), last(ly), moreover (F), too.**

The problem we were set was extremely difficult. Also/Besides, we didn't have much time to do it.

She's got three children to look after as well/too.

- Prepositions: **as well as, besides, in addition to ...**

As well as offering an excellent way of improving your English, the automatic translator is fun to use.

In addition to finding you a place to stay in London, our staff will meet you at the airport.

▪ Expressions (often followed by a comma): **above all**, **as we shall see later**, **as well as that**, **in the first/second place (F)**, **first and most importantly**, **first of all**, **for one /another thing**, **in addition**, **in addition to this**, **more/most importantly**, **on top of that**, **to begin with**, **what is more ...**

The problem we were set was extremely difficult. What is more, we didn't have much time to do it.

▪ Other useful structures: **one of the main arguments in favour of / against ... is that...**; **the first thing to be considered is...**, **the first thing that needs to be said is that...**, **the most important...**, **the next most important...**

### ALTERNATIVE:

▪ Coordinating conjunctions: **nor\*** (=negative alternative), **or**.

Wear your coat or you'll catch cold.

“Nor” is used after a negative statement adding a further negative comment. The verb after “nor” is positive. Here there is always inversion with “nor” because it begins the (second) clause.

Margaret didn't talk about her mother, and nor did Rosa.

▪ Correlative conjunctions: **either ... or...**, **neither ... nor\***... (negative alternative).

Either you agree with it or you don't agree with it.

There is inversion after “nor” when “neither...nor” is used to link two clauses and we mention the subject and verb in the second clause:

I neither know nor care what's happened to him.

I neither know nor do I care what's happened to him.

▪ Adverbs: **alternatively**, **neither/nor\***:

You can eat in the hotel, or, alternatively, go to a restaurant.

There is inversion when “neither” and “nor” (adverbs) are used as at the beginning of a short answer to show agreement with a previous negative sentence. They mean “also not”:

A: I can't swim. B: Neither/Nor can I.

There is also inversion when “neither” (adverb) is used as an alternative to the coordinating conjunction “nor”:

Margaret didn't talk about her mother, and neither did Rosa.

### COMPARISON:

▪ Subordinating conjunctions: **as**, **than**.

**as ...as**: Helen comes to visit me as often as she can.

**not so ... as/ not as ...as**: He is not so/not as handsome as his brother is.

**comparative + than**: He's richer than he used to be.

▪ Adverbs: **similarly**.

▪ Prepositions: **as**, **than**, **in comparison to/with**.

He doesn't earn as much as me.

She earns more than me.

In comparison to/with other recent video games, this one isn't very exciting.

▪ Expressions (often followed by a comma): **in/on comparison**, **in the same way/manner**.

He was a loud friendly man. In/On comparison, his brother was rather shy.

She never cooks that dish in the same way.

### CONDITION: UNIT 7

▪ Subordinating conjunctions: **as/so long as** (=only if), **assuming (that)**, **even if**, **if**, **imagine**, **in case**, **on (the) condition (that)**, **provided (that)** (=only if), **providing (that)** (=only if), **suppose (that)**, **supposing (that)**, **unless** (=if not, except if), **whether... or not** (for two or more alternatives)...

Prisoners can become responsible citizens, as long as/ provided (that)/ providing (that) we allow them to.

Assuming (that) you get a place at university, how are you going to finance your studies?

Imagine/ Suppose/ Supposing the prisoners aren't well enough to work, what happens then?

We took an umbrella with us in case it rained.

He was released on bail on condition that he did not go within half a mile of his mother's address.

Whether the governor is right or not, there are many who disagree.

▪ Adverbs: **otherwise**: We must act now, otherwise the prison population will double.

▪ Prepositions: **but for**, **in case of**.

I might never have got to university but for you.

Take your umbrella in case of rain.

▪ Condition can also be expressed by means of a **participle clause**:

Poured very slowly across your forehead, the oils feels like a cow licking you. (=If ...)

### CONTRAST/CONCESSION: UNITS 3, 4

▪ Coordinating conjunctions: **but**, **yet**:

Kelly was a convicted criminal, but/ yet many people admired him.

▪ Subordinating conjunctions: **albeit** (F), **although**, **despite the fact that**, **even if/ though**, **in spite of the fact that**, **not that**, **though**, **whereas**, **while**, **whilst** (F)...

It was an amazing computer, albeit expensive.

"Albeit" is only followed by a noun/adjective/adverb phrase, not by a clause!

Kelly loved her husband despite the fact that/ in spite of the fact that he drank too much.

Even though it was expensive, he bought the car.

Sarah has a new boyfriend - not that I care (=I do not care).

▪ Adverbs: **conversely** (F), **however**, **instead**, **likewise** (F), **similarly**, **nevertheless** (F), **nonetheless** (F).

American consumers prefer white eggs; conversely, British buyers like brown eggs.

This is one possible solution to the problem. However, there are others.

Geoff didn't study law. Instead, he decided to become an actor.

The tomatoes were delicious. Likewise, the aubergine was excellent.

▪ Prepositions: **apart from**, **contrary to**, **despite**, **differ from**, **different from**, **in comparison to**, **in contrast to/with**, **in spite of**, **similar to**...

Despite arriving early we still could not get tickets.

We went out despite/ in spite of the rain.

The stock lost 60 cents a share, in contrast to last year, when it gained 21 cents.

▪ Expressions (often followed by a comma): **at the same time**, **but more importantly**, **in/by contrast** (F), **despite this**, **in spite of this**, **in the same manner**, **in the same way**, ... **is virtually/almost/nearly the same as...**, ... **is not quite as/so expensive/dear/... as...**, **on the contrary**, (**on the one hand**) ... **on the other hand**,...

The birth rate for older women has declined, but, by contrast, births to teenage mothers have increased.

(On the one hand), if I do the exam in June, I'll be able to spend the summer with my family. On the other hand, if I leave it until December, I'll have more time to prepare.

- Other useful structures: ... and ... are different/ dissimilar in every way/respect.

### CAUSE/REASON/ RESULT: UNIT 9

- Coordinating conjunction (cause "because"): **for** (F)

The days were short, for it was now December.

- Coordinating conjunction (result "therefore"): **(and) so**.

Our cases were heavy, so we took a taxi.

- Subordinating conjunctions (cause): **as, because, considering (that), due to the fact (that), owing to the fact (that), since**.

They received a high mark on their exam as/because/since they had studied hard.

I think we paid too much for the house, considering that we needed to get the roof repaired.

The school's poor exam record is largely due to the fact/owing to the fact that it is underfunded.

- Subordinating conjunctions (result): **so (that)** (=for that reason), **so\* (adjective/adverb) (that), such\* (noun) (that)**.

It was hot so (that) I turned on the air-conditioning.

Her business was so successful that Marie was able to retire at the age of 50.

The play is so popular that the theatre is likely to be full every night.

It's such a tiny kitchen that I don't have to do much to keep it clean.

There is inversion with "so...that" and "such...that" after "so" and "such", when they are used at the beginning of a sentence:

Such is the popularity of the play that the theatre is likely to be full every night.

So successful was her business that Marie was able to retire at the age of 50.

So badly was he affected that he had to be taught to speak again.

- Adverbs: **consequently** (F), **hence** (F), **so\***, **therefore** (F), **thus** (F).

The president was ill and, therefore the meeting was cancelled.

The cost of transport is a major expense for an industry. Hence factory location is an important consideration.

Most of the evidence was destroyed in the fire. Thus it was almost impossible to prove him guilty.

There is inversion with the adverb "so" (=also):

a) when it is used as at the beginning of a clause, pointing back to the content of the preceding sentence. It means "also": We left early and so did my friends.

b) when "so" is used at the beginning of a short answer to show agreement. It means "also": A: I'm hungry. B: So am I.

- Prepositions: **as a result of, because of, considering, due to, of, owing to ...**

He had to retire as a result of/ because of ill health.

Considering the strength of the opposition, we did very well to score two goals.

Due to / Owing to bad weather yesterday I didn't go climbing.

He was buried under bricks, and died of head injuries.

- Expressions (often followed by a comma): **as a result, as a consequence, because of this/that, for this/that reason...**

There are not many good basketball players in our country. Because of this, teams try to recruit foreign players.

▪ Other useful structures: ... often causes/results in/leads to/ produces..., one effect/ consequence/result of ... is..., that is why..., that means that..., the cause of/reason for ... is... , the effect/ consequence/result of ... is...

▪ Reason and result can also be expressed by means of a participle clause:

Caught locally every day, it's always wonderfully fresh. (=Because it is caught...)

Feeling ashamed of what I had done, I rang. (=Because I felt...)

Not having understood the question, she failed to answer it correctly. (=Because...)

... acting as a vital means of communication, ... (= so it acts as a...)

### **MANNER:**

▪ Subordinating conjunctions: **as, as if, as though.**

They did as I had asked.

It sounds as if/ as though she has been really ill.

In informal English “like” is used as a conjunction, instead of “as” or “as if”. These uses are not considered correct in formal English.

Don't talk to me like you talk to a child. (like= as)

You look like you've just got out of bed! (like= as if)

▪ Adverbs: **likewise, similarly...**

Exercising strengthens our body; likewise, eating more vegetables improves our health.

▪ Prepositions: **as, by, in ... way, like ...**

They were all dressed as clowns.

By not eating between meals, she managed to reach her target weight.

I smiled at her in a friendly way.

He has blue eyes like me.

▪ Manner can also be expressed by means of a participle clause:

Tom nervously watched the woman, alarmed by her silence.

The local residents often saw Ken wandering through the streets.

Reading books, he managed to improve his vocabulary.

### **PLACE:**

▪ Subordinating conjunctions: **where, wherever.**

Put the book where it was.

Children will play wherever they happen to be.

▪ Adverbs: **above, below, beyond, elsewhere, here, nearby, there...**

Kerala has less crime and alcoholism than elsewhere in India.

Dan found work on one of the farms nearby.

▪ Prepositions: **above, at, behind, in, in front of, on, opposite, under...**

The people sitting opposite us looked very familiar.

### **PURPOSE: UNIT 6**

▪ Subordinating conjunctions: **in order that, in order to, in order not to, so (that), so as to, so ... (adjective) as to, so as not to, so ... (adjective) as not to.**

In order that/ So/ So that we can meet our deadlines, we'd appreciate your ideas by tomorrow.

The colours need to be bolder in order to / so as to make the design stand out.

I agreed to her suggestion in order not to/ so as not to upset her.

I'm not so stubborn as not to agree to that.

▪ Preposition: **for** (=for the purpose of).

Although some of them carried weapons, the knives were just for show.

▪ Purpose can also be expressed by means of a **to-infinitive clause**:

We have done research to see which adverts are the most popular.

### TIME: UNITS 2, 5

▪ Subordinating conjunctions: **after**, **as**, **as soon as** (=immediately after), **before**, **no sooner\* ... than** (=when sth happens immediately after another), **since**, **ever since** (=continually since that time), **the moment** (=immediately after), **till**, **until**, **when**, **whenever**, **while**, **whilst** (F)...

The earthquake occurred as / when/ while / whilst they were sleeping.

As soon as/ The moment I get home, I'm going straight to bed.

Ever since he came to the school, he's been nothing but trouble.

With "no sooner ... than" there is inversion when we begin a sentence with "no sooner": Tim had no sooner left, than the phone rang. → **No sooner had Tim** left, **than** the phone rang.

▪ Adverbs: **after** (=later than someone or something else), **afterward(s)** (=later), **before**, **beforehand**, **earlier**, **eventually** (=finally, after a long time or a lot of things), **finally**, **first**, **firstly**, **formerly** (=previously), **hardly\*** (=when sth has just begun/happened), **initially**, **immediately**, **instantly**, **lastly** (=finally), **lately** (=recently), **later**, **never\***, **now**, **meanwhile**, **next**, **nowadays**, **occasionally**, **originally**, **previously**, **rarely\***, **second**, **secondly**, **seldom\***, **simultaneously**, **still**, **subsequently**, **then**, **today**, **yesterday**...

I could come the week after.

We had tea, and afterwards we sat in the garden for a while.

When you give a speech, it's natural to feel nervous beforehand.

Eventually, we decided we would have to split up.

The cottage was first/originally a post office. (=to talk about sth as it was in the past)

Firstly, I would like to say that we have raised over £200 pounds. Secondly,...

This elegant hotel was formerly a castle.

I immediately went up to her and introduced myself.

Lately, in the last month or so, we have begun seeing each other again.

The flight will be announced soon. Meanwhile, please remain seated.

Previously, I'd never had a long-term relationship.

There is inversion with the negative adverbs "hardly, never, rarely, seldom" when we begin a sentence with these adverbs:

**Hardly had I** gone onto the motorway **when** I saw two police cars following me.

**Never have I** seen anything quite so breathtaking.

**Rarely do we** visit that part of town. **Seldom have I** watched a better match.

▪ Prepositions: **after**, **at**, **before**, **during**, **for**, **in**, **on**, **previous to**, **prior to**, **since**, **subsequent to**, **till**, **until**, **up until** (=up to the time that)...

After taking his master's degree, he applied for a job.

Before last week, I'd only ever seen her in photographs.

Prior to meeting Belén, I'd never met anyone from the north of Spain.

She's been off work since Tuesday.

Subsequent to our conversation of yesterday, I enclose the necessary forms for your enquiry.

Up until a month ago, we hadn't seen each other.

▪ Expressions (often followed by a comma): **after that**, **at first**, **at last**, **at once** (=instantly/at the same time), **at present** (F), **at/in the beginning**, **at the end** (=at the last point), **at the moment**, **at the same time**, **before that/then/etc**, **by then/that time**, **from then on** (=ever since), **in the end** (=finally,=eventually, after a long time or a lot of things), **in the meantime**, **later on**, **so far...**

They all started talking at once.

At the end, everyone applauded.

What did you decide in the end?

▪ Time can also be expressed by means of a **participle clause**:

Seen from the outside, the building looks a mess, but it is lovely inside. (=When it is seen)

Gliding silently along a canoe, you get to see a rural Kerala. (=While you glide...)

Having finished cleaning up, she started cooking. (=After she finished...)

○ We can also use linking words for the following **linguistic functions**:

### **GIVING EXAMPLES:**

▪ Adverbs: **especially** (=particularly), **namely** (F), **notably** (=particularly), **particularly...**  
I never liked long walks, especially/particularly in winter.

I learned an important lesson when I lost my job, namely that nothing is a hundred percent guaranteed.

Some early doctors, notably Hippocrates, thought that diet was important.

▪ Preposition: **like**.

Try to avoid fatty foods like cakes and biscuits.

▪ Expressions (often followed by a comma): **among other things**, **as an illustration**, **for example**, **for instance**, **i.e.**, **such as...**

At the meeting they discussed, among other things, recent events in Japan.

The Bible is a text that has been translated more than any other. As an illustration, the Bible makes apparent both the drive to translate and the drive to learn original language.

In the electronics industry, for instance/ for example, 5000 jobs are being lost.

The film is only open to adults, i.e. people over 18.

Cartoon characters such as Mickey Mouse and Snoopy are still popular.

▪ Other useful structures: ... **shows/exemplifies/illustrates this**, **the following are examples/cases/ instances of...**

### **REFORMULATING, CLARIFYING:**

▪ Adverb: **actually** (=used to add new information to what you have just said, to give your opinion, or to start a new conversation).

I've known Barbara for years. Since we were babies, actually.

Actually, on second thoughts, I don't think I want to go out tonight.

▪ Expressions (often followed by a comma): **in fact** (=to introduce sth that contradicts or reinforces the previous statement), **in other words...**

I know the mayor really well. In fact, I had dinner with her last week.

I'm afraid we're going to let you go. In other words, you've lost your job.

▪ Other useful structures: **that is (to say)...**, **to be more specific...**

One solution would be to change the shape of the screen, that is, to make it wider.

### CHANGING SUBJECT, REFERRING TO SUBJECT:

- Adverbs: **anyhow, anyway.**

This idea probably won't work, but let's try it anyway/ anyhow.

- Prepositions: **as for, as regards (F) (=in connection with), regarding/respecting (F) (=in connection with), in/ with reference/regard to (F) (= in connection with), with respect to/ in respect of (F) (=in connection with) ...**

Jackie's already left and, as for me, I'm going at the end of the month.

There is no problem as regards the financial arrangements.

Regarding/Respecting your recent inquiry, I have enclosed a copy of our new brochure.

I am writing to you with reference/regard to/ in reference/regard to your letter of 15 March.

- Other useful structures: **as far as ... is concerned, as far as I'm concerned.**

She can come whenever she likes, as far as I'm concerned.

### COMMENT ADVERBIALS: UNIT 8

They are used to signal the writer/speaker's attitude to what s/he is saying.

- Adverbs: **amazingly, apparently, certainly, clearly, definitely, fortunately, frankly, (quite) honestly, obviously, regrettably, surely, undoubtedly, unfortunately ...**

Amazingly, Tom resigned.

Apparently, Sy's got engaged.

Clearly, he didn't understand.

Fortunately, he wasn't hurt.

Frankly, I wish I didn't have a TV.

Quite honestly, I think he's wrong.

Obviously, she was guilty.

Surely, you could leave.

- Preposition: **according to: According to Jo, Pam's ill.**

- Expressions (often followed by a comma): **in fact (=to introduce sth that contradicts or reinforces the previous statement), in my view, to be honest...**

He doesn't work. In fact, he never has.

To be honest, I think he's wrong.

### CONCLUDING, SUMMARISING, GENERALISING:

- Adverbs: **altogether (=all in all), basically/ essentially (=fundamentally), generally ...**

Lots of sunshine, wonderful food, and amazing nightlife - altogether a great vacation!

Basically/Essentially, he hadn't changed at all.

It was generally a positive conversation.

- Expressions (often followed by a comma): **all in all (=considering all the different parts of the situation), generally speaking (=in most situations), in brief (=in a few words), in conclusion, in general, in other words, in short, in summary, on average, on the whole (=generally), to conclude, to summarise, to sum up...**

All in all, it had been one of the most miserable days of Henry's life.

Generally speaking, the more expensive the stereo, the better it is.

We should, in brief, invest heavily in digital systems.

On average, men still earn more than women.

On the whole, I thought the film was pretty good.

To summarise, I believe that animals have the right to a happy life.

- Other useful structures: **given this, it can/ may be concluded...; on this basis, it can/may be deduced/inferred that...; this means that...**