

Unit 4: Teleconferences/Telephoning

Linking Words

Linking words or phrases show relationships between ideas. They can join 2 or more sentences or clauses to form longer sentences, or simply join different word classes, such as multiple adjectives, verbs, or nouns. Linking words are essential in order to demonstrate many different types of meanings.

Adding:

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

Sequencing

- first, second, third
- then
- next
- after
- while
- soon
- finally

Contrasting:

- however
- although
- but
- nevertheless
- on the one hand
- on the other hand

Summarizing:

- to sum up
- in conclusion
- on the whole
- all in all

Linking words/phrases can be used to add ideas together, contrast them, or show the reason of something. They can also be used to note an action and its result.

Cause and Effect Vocabulary

In an academic and business setting it is important to be able to describe causes and effects properly. Often linking words can be used to show the relationship between two situations. In addition, you can use the following phrases:

- because (of)
- as a result (of)
- as a consequence (of) / consequently
- due to
- thanks to
- therefore
- to result in
- cause of / caused by
- to lead to
- thanks to

Examples:

1. The technology of teleconferences has cut back travel costs immensely. **However**, for some topics it is still important to meet face-to-face.
2. English has become the language of communication in international business. **So** it is important to have a good command of the language.
3. Sometimes projects fail **because** not the right person was assigned to manage the project.
4. More and more people have to work in an international environment. **As a consequence** demand for intercultural training is rising.