

LESSON 15: LINKING OR CONNECTING WORDS

Script:

Linking words are words that are meant to connect thoughts and ideas. They are just as important in the written English as they are in speaking. In today's lesson I would like to focus on 10 categories of the most important or the most commonly used linking words.

The first such category are **addition** words, meaning words used to add information, such as: **also, moreover, in addition; additionally; furthermore; as well as**; For instance, something a lawyer might say in Court when arguing a breach of contract case: "Furthermore, it is our submission that the defendant failed to mitigate the damages."

The second category are **ordering** words. These are the words we use to indicate chronology. These include: **first of all; firstly; in the first place; second of all; secondly, third of all; thirdly; ... finally.**

The next is a rather broad category of linking words used to express **effect / consequence / result** of the previously provided information. The most common of such words include: **therefore; consequently; as a result; in that case; for this reason; in effect; for; thus; because; due to; then; in the light of**, etc. For instance, a lawyer may say this in a letter addressed to the other party's counsel:

"Due to/as a result of the material misrepresentation described in the previous paragraph, the contract should be declared void."

Another important group of linking words are those which we use to **compare** similar ideas. They are: **Similarly, likewise, like, equally, identically.** For instance, something that could be stated by a lawyer in an advice letter addressed to a client:

"It is our strong recommendation to amend the indemnification clause in the already mentioned manner; likewise, it may be a good idea to include a liquidated damages clause."

Contrasting words (words that contrast two or more ideas) form the next category and they include: **However; nevertheless; although, nonetheless; despite (of); but; on the other hand; in contrast.** For instance, something that a lawyer might say in a letter addressed to a Court:

"Despite our best efforts, we have been unable to serve the Notice of Claim on the Respondent" or... "Although we have attempted to serve the Notice of Claim on the Respondent several times, we have been unable to do it."

Another category of linking words is that which is used for **generalizing**, to explain how things normally are: for instance: **generally; on the whole; as a rule; normally.** For example, something that a lawyer might state when writing for a Law Journal:

“Generally/as a rule, the common law system is better suited to adapt itself to societal changes than the civil law system.”

Summarizing words form another category of important linking words and these include: **to conclude/in conclusion; in summary; to summarize; to sum up; in short; in brief**, etc. We use them usually at the end of a message we are trying to communicate. For example, something a lawyer might state when writing a speech he will be giving at a presentation or a lecture:

“To sum up/in short, the enforcement of international arbitral awards is a lengthy and often tricky process.”

Sometimes, when we explain difficult or lengthy concepts, we may need, at the end, to **reformulate** what we said in simpler terms so that the other person understands what we are trying to communicate to them. These reformulating words include: **to simplify; in other words; to put it another way**; For example, once again when advising a client, a lawyer could say:

“In other words, there is no guarantee the Court in this case will rule in your favour.”

On other occasions we may need to **highlight** to the other person the most important parts of what we are trying to communicate. Good examples of such emphatic words are: **to emphasize; especially; particularly; to repeat**.

Finally, there is also the category of words used to express different types of conditions or eventualities. These **conditional** linking words include: **if, in the case of/that; provided that**. For instance, in a letter to a counterparty’s representative, a lawyer might say:

“In the case/provided that we receive no reply to our settlement offer within the next 48 hours, we will take the necessary steps to commence the lawsuit.”