

# LINKING DEVICES (WORDS AND PHRASES)

## WRITING – COHESION OF A TEXT

### LETTERS

#### *According to letter structure*

- Beginning of a letter

*Thank you for your letter. It was nice to hear from you. ...*

*Thanks for writing to me. ...*

*It was great to hear from you (again). ...*

*Your last letter was a real surprise. It was so nice of you to remember about...*

*Thanks a lot for the information you've sent me in your last letter. ...*

*I've just received your letter. I'm so happy to hear that...*

*I'm sorry I haven't answered earlier but I was really busy with my school. ...*

*I'm sorry I haven't written for so long but...*

- End of a letter

*Looking forward to hearing from you soon. ...*

*Well, that's all for now. Will talk to you soon. ...*

*Give my regards to...*

*I hope we will be able to arrange a get-together/ a meeting...*

*Do write back as I'm waiting for the news from you. ...*

*Drop me a line if you have time. ...*

*I look forward to hearing from you without delay. ...*

*Hope to hear from you soon. ...*

*Keep in touch. ...*

*I hope to hear from you at your earliest convenience. ...*

#### *According to letter format*

- Congratulation:

*Well done! ...*

*I would like to offer congratulation on...*

*Let me congratulate you on...*

- Complaint:

*I am writing to complain about...*

*I am writing with reference to your letter. ...*

*I am sorry to inform you that...*

*I was very disappointed with...*

*I have some complaints about...*

- Request:

*I am writing for information about...*

*I would like to learn/ know more about...*  
*I would like to ask whether/ if...*  
*I would be grateful if you could...*  
*What do you think I should do?*  
*What would you do (if you were in my situation)?*  
*What would you advise me to do?*

- Making suggestions:

*I would like to ask you for...*  
*I urge you to...*  
*I suggest that...*  
*I would suggest that you/ your company...*  
*I think that I can ask for some compensation.*  
*In the light of the above, I would like to ask you for...*

- Invitation:

*I am writing to invite you to...*  
*I suppose you will come (by, at...)...*  
*The party is going to start at...*  
*What are you doing on... (day)?*  
*Have you got any plans for... (day/time of day)?*  
*Would you like to... (do)?*  
*Do you fancy... (doing)?*  
*What about... (doing)?*

- Refusal of an invitation:

*I'm afraid I'm busy on... (day). How about next... (day)?*  
*I'm sorry I can't. I'm... (doing something else).*  
*I'm afraid I can't make it. I'm... (doing something else).*  
*I'd love to, but...*  
*That's very kind of you, but...*

- Giving advice:

*I think you should... (do).*  
*You could... (do).*  
*Why don't you... (do)?*  
*If I were you, I'd... (do).*  
*Have you tried... (doing)?*  
*You ought to (do)...*  
*It's a good idea to...*  
*Why not try...*  
*What about trying...*  
*It is recommended that you...*

## **REPORTS**

### Start of a report:

*The aim/purpose of this is to show ...*  
*exemplify...*  
*illustrate ...*  
*depict...*

*This report is concerned with...  
is intended to...  
is written to analyse...  
deals with...  
relates to...*

Expressing contrast and opinion:

*The advantages/ disadvantages are as follow...  
The most convincing arguments in favour of ... are ...  
I would mention...as the most  
Discouraging feature of...  
Here is the list of benefits..*

Assessment (if required):

*I would recommend...because...  
I would not hesitate to recommend...  
I would suggest...  
In my opinion, it would be worth...+ing  
I think... is much more interesting than...  
I don't find... half as interesting as...*

Conclusion/Summary:

*I'd like to stress that...  
In my opinion...  
It is a fact that...  
It appears to/ seems to/ tends to  
There is no doubt that...  
Given this, it can be concluded that...  
Having proved/ presented this, I would like to...*

Typical reporting verbs:

<i>add</i>	<i>deny</i>	<i>refuse</i>
<i>accuse</i>	<i>doubt</i>	<i>remark</i>
<i>admit</i>	<i>estimate</i>	<i>remind</i>
<i>advise</i>	<i>explain</i>	<i>repeat</i>
<i>agree</i>	<i>fear</i>	<i>reply</i>
<i>announce</i>	<i>forget</i>	<i>report</i>
<i>answer</i>	<i>guess</i>	<i>reveal</i>
<i>argue</i>	<i>insist</i>	<i>say</i>
<i>apologise</i>	<i>invite</i>	<i>state</i>
<i>ask</i>	<i>mention</i>	<i>suggest</i>
<i>blame</i>	<i>observe</i>	<i>suppose</i>
<i>claim</i>	<i>offer</i>	<i>tell</i>
<i>complain</i>	<i>persuade</i>	<i>threaten</i>
<i>confirm</i>	<i>promise</i>	<i>understand</i>
<i>consider</i>	<i>propose</i>	<i>warn</i>

## REVIEWS

- Opening paragraph:

*The film/story is set in ...*

*This film is the director's début...*  
*This is the first novel written by...*  
*It is a detective/love story ...*  
*The film starts...*  
*The film is directed by...*  
*This novel was written about...*  
*... plays/enjoys the/his/her (starring) role as...*

- **Description of the plot:**

*personality, atmosphere, mood, incident, qualities, defects, adventure, reputation, episode, impact, genre, impression, hero/heroine, climax, intrigue, surprising turn, black-and-white character, minor character, ...*

*The story concerns...*  
*The plot has a/an (unexpected) twist to it...*  
*The plot is rather (dull/unconvincing/boring)...*  
*The plot centres on /revolves around ...*  
*The story/tale begins...*

- **Typical adjectives (word order!):**

*appalling, awful, fabulous, boring, excellent, passable, extraordinary, nothing special, fantastic, first-rate, second-rate, forgettable, astonishing, frightful, great, dreadful, gorgeous, horrible, impressive, lousy, magnificent, mediocre, unforgettable, horrible, splendid, memorable, exceptional, not bad, nothing to write home about, out of this world, outstanding, reasonable, remarkable, rotten, run-of-the-mill, marvellous, satisfactory, sensational, special, splendid, superb, tremendous, wonderful, terrific, terrible, ...*

*The story takes place in...*  
*The main characters are...*  
*The story begins when...*

- **General comments/evaluation:**

*It was rather unbelievable/unconvincing/confusing/long.*  
*The cast is excellent/weak.*  
*XY seems uncomfortable in (his/her) role as ...*  
*It is a classic study of love/war/jealousy/social problems.*  
*It is poorly/beautifully written.*  
*The script is exciting.*  
*It has a tragic/thrilling/surprising end.*  
*It is a reasonable/gentle entertainment for whole family.*  
*It's bound to be a box-office hit.*  
*It is a masterpiece/classic of its kind.*

- **Recommendation:**

*I would/ wouldn't recommend...because...*  
*I would not hesitate to recommend...*  
*I would suggest...*  
*You mustn't miss the...*  
*You must go to the...*  
*You've got to... (do)*  
*You'll love the...*  
*You definitely wouldn't enjoy going to the...*  
*In my opinion, it would be worth...+ ing*  
*Don't miss it.*  
*Don't bother to go and see it.*

*Wait until it comes out on DVD.  
I can thoroughly recommend it.  
It is (well) worth seeing.*

## INSTRUCTIONS

- Imperative + never, always, make sure...:

*Do not switch it off too quickly.  
Check that you have all necessary ingredients.  
Never forget to use the safety belt.  
Always mix the ingredients carefully.  
Make sure...  
Remember... (to do).  
Be careful... (not to do).  
Don't forget... (to do).*

- Conditional clauses:

*If you don't use enough yeast, the cake might be too stale.  
If you drive too fast, you could easily have an accident.*

- Special tech expressions:

**materials:** *cotton, steel, oil, iron, wood, plastic, silver...*

**activities:** *cut (up), screw, saw, knit, measure, press, sharpen, slice, shear, unscrew, mix, blend, poke, colour, paint, clean, dry, drill, hammer in, peg, sweep, dig, wash ...*

**tools:** *saw, handsaw, hacksaw/metal-saw, screwdriver, spade, drill, hammer, rake, mower, broom, shovel, nail, screw, rivet, tape, pencil...*

- Recipes:

**amount:** *bottle, piece, slice, loaf, cup, glass, kilo(gram), carton, bowl, packet, teaspoon, tablespoon ... (často se spojkou of)*

**materials:** *beef, bread, milk, spaghetti, water, oil, sugar, flour, butter, dough...*

**activities:** *sprinkle, dip, fry, serve, roll, heat, coat, grate, knead, brown, cream, simmer, shape, beat, fold, cut, drop, place, peel, add, boil, cook, divide, mash, burn, heat, mix, spread...*

**tools and gadgets:** *microwave oven, cooker, pan, saucepan, frying pan, grater, ladle, eggbeater, blender, bowl, skillet, whip, mixer, kettle, cover, colander, baking pan, carving knife, plate, saucer, soup bowl...*

**spices:** *cinnamon, curry, ginger, mustard, pepper, nutmeg...*

## DESCRIPTION

- Comparison:

*...(not) as (big) as...  
...not so (good) as...*

...(better) then...  
...the (most beautiful) of all...

- Moving/Dynamic/Action verbs and phrases:

*to run*  
*to flow*  
*to wind*  
*to skirt (around)*  
*to curve towards*  
*to melt (snow)*  
*to grow*  
*to curve (towards)*  
*to stretch (as far as...)*  
*to lead (to)*

- Static verbs and phrases:

*to be surrounded by*  
*to smell, hear, see, sound, taste*  
*to be*  
*to belong*  
*to consist of*  
*to contain*  
*to be situated*  
*to be set (among)*

## **NARRATION – a story**

- Start of a story: *the first thing that happened; at first; it began with; it started with; the story started with/as*
- Sequence of actions: *after that; just then; afterwards; when; once (meaning after); just as; then; after some time; a moment later; later on*
- The twist: *suddenly; out of the sudden; gradually; step by step; slowly; unexpectedly; surprisingly*
- End of a story: *in the end; eventually; finally; it ended with*
- Time sequence: *(just) then, as soon as, as, when, after, before, until, till, whenever, while, during, meanwhile, later, after that, following this ..., by the time..., within*

## **ESSAYS**

- Sequencing/Listing

*First/firstly – second/secondly – third/thirdly – finally etc.*  
*First – furthermore – finally(ultimately), ...*  
*to begin/start (with) – in the second place – moreover – to conclude*  
*one – a second – a third ...* *the primary/secondary/third reason ...*  
*one – another – final reason ...* *in the first/second place ...*

*first and foremost ...*  
*first and most importantly ...*  
*Next (afterward), last, finally*  
*In addition, moreover*  
*Further/furthermore*

*Another*  
*Also*  
*In conclusion*  
*To summarise*  
*On top of that, ...*

- Sequencing in time

<i>when</i>	<i>hitherto</i>	<i>thereafter</i>
<i>as</i>	<i>until then (now)</i>	<i>afterwards</i>
<i>while</i>	<i>after this</i>	<i>at last</i>
<i>whilst</i>	<i>before this</i>	<i>at that time</i>
<i>after</i>	<i>subsequently</i>	<i>at the same time</i>
<i>before</i>	<i>immediately</i>	<i>currently</i>
<i>then</i>	<i>meanwhile</i>	<i>earlier</i>
<i>at once</i>	<i>in the meanwhile</i>	<i>eventually</i>
<i>next</i>	<i>as soon as</i>	<i>finally</i>
<i>soon</i>	<i>until this time</i>	<i>formerly</i>
<i>now</i>	<i>throughout this</i>	<i>in the meantime</i>
<i>once</i>	<i>suddenly</i>	<i>in the past</i>
<i>since</i>	<i>gradually</i>	<i>initially</i>
<i>until/till</i>	<i>after a while</i>	<i>later</i>
<i>whenever</i>	<i>simultaneously</i>	<i>presently</i>
<i>at this time/moment</i>	<i>subsequently</i>	<i>previously</i>
<i>the next (generally not just “next” between paragraphs)</i>		

- Sequencing in place

*where*  
*wherever*  
*there*  
*at this/that point*  
*here*

- Reference to previous statements/ideas

*as I have said, in brief, as I have noted, as suggested above, as has been noted*

- Result/Consequence

<i>so ...</i>	<i>because of this/that</i>
<i>so that ...</i>	<i>for this/that reason, ...</i>
<i>as a result/consequence, ...</i>	<i>so that</i>
<i>as a consequence of ...</i>	<i>in this/that case, ...</i>
<i>the consequence/result is ..</i>	<i>under these circumstances</i>
<i>Therefore, ...</i>	<i>then, ...</i>
<i>thus, ...</i>	<i>resulting from ...</i>
<i>in order that ...</i>	<i>owing to/due to the fact that ...</i>
<i>consequently, ...</i>	<i>it follows that ...</i>
<i>Hence, ...</i>	<i>this suggests that ...</i>
<i>due to ...</i>	<i>accepting/assuming this/that ...</i>
<i>Accordingly, ...</i>	<i>On the basis of the arguments we suggest that</i>

- Emphasis/Highlighting

<i>undoubtedly</i>	<i>obviously</i>
<i>indeed</i>	<i>generally</i>

*admittedly*  
*notably*  
*specifically*  
*in fact*  
*particularly/in particular*

*especially*  
*clearly*  
*importantly*  
*mainly*

- Expressing opinion

*I would like to begin saying that...*  
*I agree/ disagree with the above statement (that...)*  
*Personally, I (don't) think... because...*  
*Let's (not)... because...*  
*In my opinion, I (don't) feel... because...*  
*I would definitely (not)... because...*  
*It would be better to... as...*  
*I (don't) feel that it's important to... as...*  
*It seems to me that...*  
*From my point of view, ...*  
*In my opinion, ...*  
*I'm convinced that....*  
*It is really clear that...*  
*It is obvious that...*

*I believe that...*  
*I would say that...*  
*I believe that...*  
*I am in favour of...*  
*I am against the idea of...*  
*I sympathize with...*

- Addition/Reinforcement/Extending a point

*and*  
*in addition/additionally/an additional*  
*furthermore, ...*  
*also, ...*  
*... (,) too*  
*moreover*  
*what is more*  
*besides, ...*  
*above all, ...*  
*as well as*  
*... as well*

*in the same way, ...*  
*not only ... but also ...*  
*similarly ...*  
*equally ...*  
*likewise*  
*indeed*  
*actually, ...*  
*again*  
*especially*  
*further*

- Reason

*...(sth) happened...*      *because of...*  
   *as a result of...*  
   *on account of...*  
   *owing to...*  
   *through...*  
   *due to..*  
   *as a consequence of...*  
*...because/ as... (e.g. it keeps you fit)*  
*That is why...*  
*...since...*  
*As ...*

- Giving Examples / Providing an Illustration

*for example, ...*  
*for instance*

*that is (ie) ...*  
*that is to say*



*such as ..., ...*  
*to illustrate*  
*as an illustration*  
*to demonstrate*  
*typical of this/such ...*  
*on such ...*  
*a typical/particular/key example*  
*including*  
*namely ...*

*as follows:*  
*in this case*  
*in other words ...*  
*including ..., ...*  
*especially ...*  
*not least*  
*chiefly*  
*mainly...*  
*most importantly ...*

- Contrasting Ideas

*however, ...*  
*nevertheless*  
*nonetheless*  
*notwithstanding*  
*still*  
*although / even though ...*  
*though*  
*but...*  
*yet...*  
*despite / in spite of (this/that) ...*  
*in contrast (to)/in comparison*  
*in contrast, ...*  
*by (way of) contrast*  
*while*

*whereas*  
*on the other hand, ...*  
*on the contrary, ...*  
*...instead*  
*conversely, ...*  
*alternatively, ...*  
*for all that*  
*..., in fact*  
*rather ...*  
*... is another possibility*  
*better/worst still*  
*all the same*  
*at any rate*

- Comparison (Showing similarity and difference)

*similarly*  
*in the same way*  
*in a similar manner*  
*likewise*  
*also*  
*like*  
*just as*  
*just like*

*similar to*  
*same as*  
*compare*  
*compare(d) to / with*  
*not only...but also*  
*both ... and ...*  
*equally*

- Expression two points of view

*On the one hand..., on the other hand...*  
*Although I'd..., I certainly wouldn't...*  
*While I might..., I don't think I'd...*  
*Of course I'd..., but I'm not sure if I'd...*  
*There's no doubt that it would..., but there's also a chance it might...*

- Generalising

*in general*  
*generally*  
*on the whole*  
*as a rule*

*for the most part*  
*in most cases*  
*usually*

- Reformulation

*in other words*  
*rather*  
*to put it (more) simply*  
*better*

*in that case*  
*that is*  
*that is to say*

- Expressing an alternative

*alternatively*  
*rather*  
*on the other hand*

*the alternative is*  
*another possibility would be*

- Transition to a new point/idea

*now,*  
*as far as X is concerned*  
*with regard/reference/respect to*  
*as for...*

*it follows that*  
*turning to*  
*regarding*  
*as to...*

- Deduction

*then*  
*in other words*  
*in that case*

*otherwise*  
*this implies that ...*  
*if so/not*

- Stating the obvious

*obviously*  
*clearly*  
*naturally*  
*of course*

*as can be expected*  
*surely*  
*after all*

- Concession (sth. unexpected)

*admittedly*  
*however*  
*even though*  
*however (much)*  
*nevertheless*  
*still*  
*yet*  
*while*  
*after all*  
*all the same*

*although*  
*even if/though*  
*although this may be true*  
*at the same time*  
*besides*  
*doubtless*  
*even so*  
*under certain circumstances*  
*up to a point*

- Showing conditionality

*If*  
*whether*  
*provided that*  
*unless*  
*granted*  
*that being so*  
*in that case*  
*under these circumstances*  
*in the above case* (used between paragraphs)

- Summarising / Conclusion

*in conclusion*  
*to conclude*  
*in brief*  
*to summarise*

*overall*  
*therefore*  
*to sum up*

- Presenting an argument

*The main argument in favour/ against is...*

*First of all I should like to consider...*

*The first thing (I would like to consider) to be considered is...*

*In order to make the problem clear, I would like to present some examples of ...*

*Despite the fact that .../ In spite of...*

*What matters most in this case is...*

*On the other hand...*

*Apart from that...*

*What is more...*

*It is a fact that...*

*There is no doubt that...*