

Linking words
for all types of essays

Useful expressions and linking words/phrases

- **To list points:**

Firstly, First of all, In the first place, To begin/start with, Secondly, Thirdly, Finally

- **To list advantages:**

One/Another/A further/An additional (major) advantage of... is ... The main/greatest/first advantage of... is ...

- • **To list disadvantages:**

One/Another/ A further/An additional (major) disadvantage/drawback of. The main/greatest/most serious/first disadvantage /drawback of... Another negative aspect of...

- **Some/many/most**
people/experts/scientist/skeptics/critics
claim/suggest/argue/feel that...
maintain/believe/point out/agree/hold that...
advocate (+ing/noun)/support the view that...
oppose the view that...
are in favour of/against...
are of the opinion that/convinced that...
are opposed to ((+ing/noun)...

- **To add more points to the same topic:**

in addition (to this), furthermore, moreover, besides, apart from, what is more, as well as, not to mention (the fact) that, also, not only ... but also/as well, both ... and, There is another side to the issue/question/argument of...

- **To make contrasting points:**

on the other hand, however, still, yet, but, nonetheless, nevertheless, even so,

it may be said/argued/claimed that,...

others/many people oppose this viewpoint/strongly disagree..., claim/feel/believe this argument is

incorrect/misguided

although, though, even though, while, whilst, whereas,

despite/in spite of (the fact that), regardless of the fact that

Opponents of ... argue/believe/claim that...

The fact that... contradicts the belief/idea that...

While it is true to say that..., in fact...

While/Although ..., it cannot be denied that...

- **To introduce examples:**

for example, for instance, such as, like, in particular, particularly, especially, This is (clearly) illustrated/shown by the fact that... One/A clear/striking/ typical example of (this)... The fact that.... shows/illustrates that...

- **To emphasise a point:**

clearly, obviously, it is obvious, naturally, of course, needless to say, indeed

- **To express reality:**

In fact, the fact (of the matter) is, actually, in practice, it is a fact that, in effect

- **To make general statements:**

as a (general) rule, generally, in general, on the whole, by and large, in most cases

- **To make partially correct statements:**

I agree to a certain extent/degree, to some extent/degree, in a way/sense, this is partly true (but), to a limited extent, there is some truth in (this), in some cases, up to a point

- **To explain/clarify a point:**

in other words, that is to say, this/which means that

- **To express cause:**

**owing to, due to (the fact that), on account of,
on the grounds that, given that, because, as,
since**

- **To express effect:**

**therefore, thus, as a result/consequence,
consequently, so, for this reason, if... were to
happen, ... the effect/result would be...**

- **To express intention:**

to, so as to, in order to, so that, with the intention of (+ing)

Conclusion expressing balanced considerations/opinion indirectly

- In conclusion,
On balance,
All things considered,
Taking everything into account/consideration,
To conclude,
To sum up,
All in all,
Finally/Lastly,
- it can be said/claimed that ...
..... it seems/appears that...
..... it would seem that...
..... it is likely/unlikely/possible/foreseeable that ...
..... it is clear/obvious that...
..... there is no/little doubt that ...
..... it is true to say that ...
..... although it must be said that ...
..... it may be concluded/said that ...

Conclusion expressing opinion directly

- In conclusion,
On balance,
All things considered,
Taking everything into account/consideration,
To conclude,
To sum up,
All in all,
- it is my belief/opinion that
...
..... I (firmly) believe/feel/think
that ...
..... I am convinced that ...
..... I am inclined to believe
that ...
..... I (do not) agree that/with

Expressing opinion:

- To my mind/To my way of thinking, ...
It is my (firm) belief/opinion/view/conviction (that) ...
In my opinion/view ... My opinion is that,
I (firmly) believe ... I (definitely) feel/think that ...
I am (not) convinced that ... I am inclined to believe that ...
I (do not) agree that/with ... It seems/appears to me ...
It strikes me that ... As far as I am concerned, ...

Expressions for essays suggesting solutions to problems:



Steps	should	be taken	so as to	solve/overcome/combat ...
Measures	must		in order to	deal with/eradicate ...
	could			

Serious attempts to halt/prevent/solve ... must be made.

● One (possible)	way to	solve/overcome	this problem	would be/
Another		combat/deal with		
An alternative		eradicate	is ...	

- People | should focus their/ | to solve/overcome the problem of ...
 Governments | our attention | to improve the situation of ...
 We | on ways | to reduce the impact of ... on society ...

- If steps/measures were taken to ... | the effect/result/
 If ... happened/were to happen, | consequence
 If attempts were made to address the problem | would be ...
 By (+ing) ..., we/governments/etc, can ensure that /prevent ...
 The ... situation could be improved if .../It would be a good idea if ...

- The | effect/consequence | of (+noun/-ing) | would | be ...
 | outcome/result | | might |

Letter of request

To begin letters:

I am writing to | ask if you would be so kind/generous as to ...
| request your assistance concerning the matter of ...

I wonder if you could possibly/if it would be possible for you to help me ...

I would (greatly) appreciate it if you could ...

I would be most grateful if you could ...

I am writing to ask/enquire if/whether you could possibly tell/inform me ...

I am writing to | ask if/whether I might (perhaps) be permitted/allowed to ...
| request your (kind) permission for .../(for me) to ...

I wonder if I might ask you for/request your valuable advice on/concerning ...

To end letters:

I hope that my request will not inconvenience you too much.

I must apologise for | troubling you with this matter.

I hope that you will forgive me for | taking up your valuable time.

I look forward to hearing from you/receiving your reply as soon as possible.

Thank(ing) you in anticipation of your/in advance for your kind cooperation.

Letter Apology

- **Opening remarks:**

I am writing to apologise for ... /offer my apologies for ...

Please accept my/our sincere/profuse apologies for (the unavoidable delay, etc)

I must/would like to apologise for (the unfortunate confusion, etc).

● **Final remarks:**

- **Making amends:**

Please allow me to offer/suggest ... as compensation (for ...).

I insist on (+ ing) to make up for your loss/inconvenience, etc.

- **Apologising:**

● **Closing remarks:**

Once again, my/our sincere(st) apologies for the inconvenience caused.

I hope that you will accept my apologies/that my apologies will be accepted.

I hope that you can forgive/overlook this regrettable error.

● **To begin letters:**

I am writing to inform you that/advise you of/let you know that ...

I regret/am delighted/would like/feel obliged to inform you ...

I am writing	in response to	your letter requesting information about ...
	in reply to	your enquiry about ...
	with regard to	our telephone conversation concerning ...
	in connection with	

I am writing (to you)	on behalf of ...
	in my capacity as ...

● **To end letters:**

I hope that this information will be of some assistance ...

I hope/trust that I have been able to answer all of your questions ...

I would be pleased/happy to provide you with any additional information ...

I look forward to | being able to help you again in the future.
| answering your queries.

Please do not hesitate to contact me should you | require further information.
| have any further questions.

Letters giving an opinion

To begin letters:

I am writing in reply/response to your letter requesting advice about ...

Thank you for your letter requesting advice about ...

I hope the following advice/suggestions will be of (some) help to you ...

Advice/Suggestions:

It might/would be useful/to your advantage (if you were) to ...

I feel/believe (that) the/your best course of action would be ..

I would like to offer one or two suggestions concerning ...

I would (strongly) suggest/recommend + -ing/(that) ...

You should / ought to ...

To end letters:

I hope that these suggestions | will (prove to) be of some assistance.
| have been useful/of use.

I hope/trust that you will accept/follow this advice ...

I would be pleased/happy to offer any additional advice you may require.

Please do not hesitate to contact me should you have any further questions/queries/
problems.

Letters to authorities/editor

To begin letters:

I am writing to | draw your attention to ... / bring ... to your attention ... / you on behalf of ...
| you in my capacity as ... / express my approval/disapproval of / support
| for ... / protest about ...

To state your opinion:

In my opinion/view, I feel/believe/think, It seems to me that, I tend to think that, I am totally opposed to/in favour of, It is my firm belief/opinion/conviction that, I am convinced that

To express cause:

because/owing to the fact that/due to the fact that/on the grounds that/since/as/ In view of/Because of/Owing to/ For this reason/Seeing that

To express effect:

thus, / therefore, / so / consequently, / as a result, / as a consequence, / for this reason

To end letters:

I look forward to hearing from you.

I hope you will give this matter your urgent consideration/attention.

I hope (that) you will give this matter careful/further consideration.