

Linking words and phrases

A linking word or phrase shows the logical relation between sentences or between clauses. A written text does not only have to be coherent (development of ideas) but it must also be cohesive; cohesion is achieved through certain grammar devices called cohesive linkers. The objective of a linking word or phrase is to make the logical connections of paragraphs and text explicit to the reader / listener.

The following are some of the most useful markers of cohesive linkers:

I. ORDENING POINTS – DISCOURSE MARKERS

Talking about.....	Hablando sobre.....
Dealing with.....	Tratando con.....
With reference to.....	Con referencia a.....
Regarding.....	Con respecto.....
With regard to.....	En consideración a.....
With respect to.....	Con respecto a.....
As far as.... is concerned.....	En lo que respecta.....
As for.....	Respecto a.....
As regards.....	En cuanto a.....
First.....	Primero.....
Firstly.....	Primeramente.....
Secondly.....	En segundo lugar.....
Third/thirdly.....	Tercero/En tercer lugar.....
Finally.....	Finalmente.....
Lastly.....	Por último.....
In conclusion.....	En conclusión.....
To sum up.....	Resumiendo.....
Then.....	Por lo tanto.....

For example:

- **Regarding** the first issue, I shall point out that electricity is a necessity.

- **With respect to** the final item, we should sign an agreement.

- **To sum up**, all the topics dealt with are important.

- Considering that:

First / Firstly, security in the 21st century is what we make of it.

Second / Secondly, security policy must be value-based.

Third / Thirdly, a global approach to security remains our best hope to shape the future.

2. FINALITY

To + inf.....	Para
For + gerund.....	Para
In order to + inf.....	A fin de
In order not to.....	.A fin de no/para no
In order that (+subject + verb).....	Con el fin de que
So as to + inf.....	De tal manera que
So as not to.....	De tal manera que no
So that (+ subject + verb. Informal style).....	De modo que

For example:

- Sgt. García was giving a lesson on weapon handling **so that** the Guardia Civil should know the safety precautions.
- The Captain send us a mail **in order to** inform us of new situation.
- We are writing to you **so as to** clarify certain confusing points.
- The Sergeant has to study this term, **in order not to** fail the examinations.

3. LOGICAL CONSEQUENCE

Thus (very formal).....	Así
Therefore (formal).....	Por lo tanto
So (less formal).....	Por lo que
Thereby.....	De esta manera
Consequently.....	Consecuentemente
As consequence (of).....	Como consecuencia (de)
As a result (of).....	Como resultado (de)
Accordingly.....	Por consiguiente
Hence.....	De ahí que

For example:

- The new cellular phones are smaller and **therefore** cheaper.
- The strike closed the airports, **thereby** adversely affecting the balance of payments.

4. TEMPORAL RELATIONSHIP (indicating sequence in time)

After.....	Después
Afterwards.....	Luego
Before.....	Antes
Beforehand.....	De antemano
Then.....	Entonces
Until.....	Hasta que
Till.....	Hasta
Earlier.....	Al principio
Last.....	Después
Later.....	Más tarde
Ever since.....	Desde
Soon after.....	Poco después
In the meantime.....	Mientras tanto
Subsequently.....	Subsequentemente
Suddenly.....	De pronto
Throughout.....	A lo largo de
Simultaneously.....	Simultáneamente
While.....	Mientras
Meanwhile.....	Entretanto
Next.....	Después
As.....	A medida que

For example:

- It rained continuously **throughout** the parade.
- Captain Sánchez is going to prepare his language examinations, and **afterwards** he is going to be assigned to an international mission.

5. REASON

Because of.....	Debido a
Due to.....	A consecuencia de
Owing to.....	Por culpa de
Because.....	Porque
As.....	Ya que
Since.....	Puesto que

Because is used when the reason is the most important part of the sentence. It usually comes at the end.

As and Since is used when the reason is already well known or is less important than the rest of the sentence.

For example:

- **Because** it was too hot, he went to the beach.
- **Since / As** I live near here, I shall get some drink and food.
- They cannot buy a house **because of** lack of money.
- The meeting was delayed **owing to** the traffic jam.

6. EXEMPLIFICATION

For instance.....Por ejemplo
For example.....Por ejemplo
To put an example.....Para poner un ejemplo
Such as.....Tal como
e.g. (that's to say).....o sea
In particular.....En particular

For example:

- Some crimes **such as** robbery or murder will be hardly punished.
- **In particular**, the government was criticized for his economic policy between the two factions.

7. CONTRAST OR DIFFERENCE

By contrast.....Por el contrario
On the contrary.....Por otro lado
On the one hand...., on the other (hand).....Por una parte.....por otra
Whereas.....Mientras que
While.....Mientras
However.....Sin embargo
Nevertheless.....No obstante
Though.....Aunque
Although.....A pesar de
Even though.....Aun cuando
Despite.....Sin considerar
In spite of.....Pese a que
Conversely.....A la inversa
Instead (of).....En vez de
All the same.....Lo mismo
But.....Pero
Unlike.....A diferencia de
Nonetheless.....Sin embargo

For example:

- Lieutenant Sanz had been taught how to clear his personal weapon, **however**, he forgot to place the selector switch on safe.
- **Although** the world's population is rising fast, food production is keeping pace with it.
- **Even though** the world's population is rising fast, means of transport are better each day.
- The world's population is rising fast. **Nevertheless**, petrol production is expensive day to day.
- **In spite of** the increase in the world's population, food production is keeping pace with it.

8. CONDITION

If.....	Si
Unless.....	A no ser que
On condition that.....	A condición de que
Provided (that).....	Considerado (el hecho de que)
Providing (that).....	Considerando que
Whether.....	Siempre que
As/So long as.....	En tanto que
Supposing.....	Suponiendo

For example:

- **Supposing** you were assigned to the Canary Islands?, What would your family do?
- You can borrow my dictionary **provided / providing** you bring it back before the examination.
- You can use this product in a chemical environment **as long as / so long as** you follow certain procedures.
- Don't load your gun **unless** you have to.

9. COMPARISON OR SIMILARITY

In comparison with/to.....	En comparación con/a
Similarly.....	De forma similar
Similar to.....	Similar a
Equally.....	De igual forma
In the same way.....	De la misma manera
Likewise.....	Asimismo
The same.....	Lo mismo
The same as.....	Lo mismo que
Different from.....	Diferente de
By the same token.....	Por lo mismo

For example:

- You should notify any change of address to the central bank; **similarly / likewise**, any other change should be notified to the Post Office.
- This is trivial **in comparison with** the devastations caused by war.
- Officers and NCOs must become **equally** responsible for training Guardias Civiles in this Academy.

10. ADDITION, REINFORCEMENT, CLARIFICATION

Also.....	Además
As well.....	...ambién
At the same time.....	Al mismo tiempo
Beside.....	Además
In addition.....	Además
Furthermore.....	Además
Moreover.....	Por otra parte
On top of that.....	Sobretodo
Not only....but also.....	No solo...sino también
That is to say.....	Quiero decir
i.e.....	O sea
In other words.....	En otras palabras

For example:

- He **not only** knows his Guardias, **but also** looks out for their well-being.
- The new electronic system is not very effective. **Moreover**, it is rather expensive.
- The refugees are desperately short of food. **In addition**, they urgently need medical supplies.

11. TRANSITION (INTRODUCING NEW SUBJECTS)

As far as...is concerned.....	En lo que respecta a
With reference to (very formal, e.g. Business letters).....	En referencia a
Talking about.....	Hablando sobre
As for (suggests dislike).....	En lo que respecta a
Regarding.....	Con respecto a
As regards.....	En referencia a

For example:

- I've invited Andy, Bob and Mark. **As for** Kevin, I don't care if I never see him again in my life.
- **As far as** the new plan for Guardia Civil enlistment **is concerned**, I think we ought to be very careful.
- The position of the Ambassador **as regards / regarding** the conflict has been misunderstood.

12. SUMMING UP IDEAS

To sum up.....	Para resumir
In summary.....	En resumen
In short.....	En pocas palabras
Briefly.....	Brevemente
In conclusion.....	Como conclusión
Finally.....	Finalmente

For example:

- **Basically**, the purpose of the exercise will be to give your men practice in marching by day and by night across country using their compasses.
- **In short**, a ring phone will be signal to enter in.

13. EXCEPTIONS

Except for (the fact).....	Excepto por(el hecho)
Barring.....	A menos que
But for.....	Si no fuera por
Apart from.....	A parte de
In contrast to.....	En contraste a
With the exception of.....	Con la excepción de
Excepting.....	Excepto

For example:

- **In contrast to** previous services, the morale of the men was high.
- The exercise was well done, **except for the fact** that we should improve our level.
- **Except for** emergencies, we hardly use this door.

As an example you can write a composition using a sketch similar to this one:

"I consider it could be interesting today to deal with the subject number two because... and with reference to the point of view of our society..."

*Firstly, according to the title we must face the....
And also the matters in relation with...*

Secondly, notwithstanding the last idea showed before, I think that the problem/item/idea is....

Thirdly, and following the main idea showed in the test, we must include some characteristics/features which can illustrate...

In order to sum up we must conclude that as far as it is concerned..."