

## Transition Words and Phrases:

Signposts to Aid Your Reader, or Lubricant for Your Textual Engine

**PLACEMENT:** For emphasis, put transition words at the start of a sentence, especially words that are negative or indicate disagreement, e.g., “Never has this been done” from “This has never been done.”

<b>Order: <i>then, next</i></b>	<b>Reason: <i>because</i></b>	<b>Examples: <i>for example (e.g.)</i></b>
first, second, third small, medium, large beginner, intermediate, advanced most to least important  yesterday, today, tomorrow earlier, now, later previously, currently, eventually  here, there, over there front to back / top to bottom / L to R in no particular order	since ( <i>f. inasmuch as</i> ) / now that due to in order to / in order that / so that  as a rule as a rule of thumb ( <i>a guideline</i> ) for your information ( <i>FYI</i> ) for that reason	for instance in this example in the following example(s) consider the following example(s)  especially particularly / in particular specifically  that is ( <i>i.e.</i> ) in other words this means
<b>Adding a Point: <i>also</i></b>	<b>Conclusion: <i>finally</i></b>	<b>Frequency: <i>often</i></b>
in addition / additionally further / furthermore / moreover including / as well as / plus besides meanwhile / at the same time	lastly ultimately in short / in brief for the sake of simplicity overall / all things considered in conclusion / to conclude in summary / to summarize	<b>Adverbs of frequency</b> always (100% of the time) often, frequently (50-75%) sometimes, occasionally (10-25%) rarely, infrequently (5%) never (0%)  for the most part there will be times
<b>Contrast, Disagreement: <i>but</i></b>	<b>Agreement: <i>of course</i></b>	<b>Consequences: <i>therefore</i></b>
however unfortunately on the other hand in theory...but not in practice instead of although / even though / though despite / in spite of / regardless of / notwithstanding while ( <i>f. whereas</i> ) yet / nevertheless / nonetheless otherwise / alternatively / conversely	fortunately indeed / in fact / in general likewise / similarly / in the same way typically / ordinarily naturally / truly	thus hence / henceforth consequently subsequently as a result
<b>Conditions: <i>depending on</i></b>	<b>“If”-clauses: <i>if possible</i></b>	
in the event of / in the event that in this case / in case only if / unless/ provided that at this stage/level/step when appropriate  whatever the circumstances whatever the reasons whichever is used whether or not even if	1) If it is possible, or even if it is <u>not</u> possible, I can/will/may <u>do</u> it.  2) If it <u>were</u> possible ( <i>but it is impossible or contrary to fact/reality</i> ), I could/would/might <u>do</u> it. If I <u>were</u> you, I would <u>do</u> it.  3) If it <u>was</u> possible ( <i>unlikely, but possible later; hypothetical</i> ), I could/would/might <u>do</u> it. If I <u>had</u> time, I could <u>do</u> it.  4) If it <u>had been</u> possible ( <i>was not possible under the circumstances; referring to past contrary-to-fact situation</i> ), I could/would/might <u>have done</u> it.  if necessary • if so • if this does not work	