|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **“When”****”Time”****Words** | **“First”****“Starting”** **Words** | **“Second”****“More” Words** | **“Last”****“Concluding”** **Words** | **“Where”****“Spatial” Words** |
| * When . . .
* After (this/that),
* Before . . .
* As soon as . . .
* Once upon a time,
* Subsequently,
* Initially,
* At last,
* At this point/ moment,
* By the time . . .
* During . . .
* Earlier,
* Until then/now,
* Eventually,
* Ever since . . .
* Every \_\_\_\_,
* Finally,
* First,
* Suddenly,
* All of the sudden,
* Often, / Usually,
* From this/that point on,
* In between . . .
* Later,
* Meanwhile,
* Next,
* Recently,
* Since . . .
* Afterward,
* The next \_\_\_\_,
* Then,
* While . . .
* As time went on,
* In the end,
 | * First,
* To begin/start with,
* One reason . . .
* Once upon a time,
* First of all,
* The first reason/ example is . . .
* One example is . . .
 | * Also,
* Another reason . . .
* Besides . . .
* Furthermore,
* In addition,
* Moreover,
* Next,
* Second/ly,
* The most important reason is . . .
* The second/ next reason is
* Additionally,
* \_\_\_\_\_, too.
* \_\_\_\_\_ as well as \_\_\_\_\_.
* Another example is . . .
* Besides \_\_\_, \_\_\_\_\_\_\_\_\_.
* Similarly,
* In the same way,
* Likewise,
* Not only \_\_\_\_\_\_, but \_\_\_\_\_\_ also.
* Equally (adj.) is/was \_\_\_\_.
* In other words,
* That is,
 | * Last,
* Finally,
* In short,
* In conclusion,
* To summarize,
* Eventually,
* Lastly,
* Last but not least,
* The last reason is . . .
* As one can see,
* As we have seen,
* In brief,
* In closing,
* To sum up,
* In the end,
* Most importantly,
* Best/most of all,
* For these reasons,
* Overall,
* Indeed,
* Surely,
* In sum,
* All in all,
* Clearly,
* Certainly,
* Above all,
* Basically,
* To make a long story short,
 | * Next to . . .
* Above . . .
* Below . . .
* Under . . .
* On top of. . .
* Across . . .
* At the center of. . .
* Behind . . .
* Beside . . .
* Between . . .
* In back of. .
* In front of
* Near . . .
* To the left of . . .
* To the right of . . .
* Underneath
* Within . . .
 |

**TRANSITION WORDS**

**TRANSITION WORDS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **“Detail”****“Example”****Words** | **“Cause/****Effect”****Words** | **“Opinion/”****“Value/”** **“Emphasis” Words** | **“Opposite” “Compare/ Contrast” Words** | **“Letter Starter/ Ender”****Words** |
| * For example,
* For instance,
* As an illustration,
* Especially,
* Specifically,
* \_\_\_\_\_, such as \_\_\_\_\_\_.
* To illustrate,
* Another/an additional example is . . .
* According to\_\_\_\_, (name) \_\_\_\_\_\_\_.
* Namely,
 | * Because of (this/that) . . .
* As a result,
* As a consequence,
* Thus,
* Hence,
* Therefore,
* So,
* Due to this/ that,
* Consequently,
* For this/that/ these reasons,
* \_\_\_\_\_ so that \_\_\_\_\_.
 | * In my opinion,
* It’s my opinion that . . .
* I believe. . .
* Personally, I think. . .
* It’s my belief that . . .
* From my point of view,
* Fortunately,
* Unfortunately,
* Luckily,
* Obviously,
* Sadly,
* Gratefully,
* Understandably,
* Undoubtedly,
* Without a doubt,
* There is no doubt that. . .
* Unequivocally,
* Undeniably,
* In fact,
* Especially,
* Above all,
* Equally important,
* Actually,
* Admittedly,
* SHOULD (not a transition)
 | * However,
* \_\_\_\_, but \_\_\_\_.
* On the other hand,
* On one hand,
* In contrast,
* By comparison,
* Compared to\_\_\_\_, \_\_\_\_\_.
* Conversely,
* On the contrary,
* Although/Even though/Though \_\_\_\_\_, \_\_\_\_­\_\_.
* In spite of/ Despite this/that,
* In lieu of this/that,
* Instead of this/that,
* Regardless,
* Regardless of \_\_\_\_, \_\_\_\_\_.
* Nevertheless,
* Needless to say,
* Still,
* While/Whereas \_\_\_\_\_, \_\_\_\_\_\_.
* Unlike \_\_\_\_\_\_, \_\_\_\_\_\_\_\_.
* Even so,
 | **STARTERS**:* Dear \_\_\_\_\_:
* To Whom It May Concern,
 |
| **ENDERS (Formal)**:* Sincerely,
* Regards,
* Best,
* Best regards,
* Yours truly,
* Respectfully,
* Faithfully yours,
* Thank you,
 |
| **“Affirmative/ Demonstrative” Words** | **ENDERS (Informal)**:* Love,
* Love always,
* Your \_\_\_\_\_, (friend, wife, niece, etc.),
* Thanks,

Always, |
| * This has made me realize . . .
* This shows/proves. . .
* This is important because . . .
* This has shown me . . .
 |