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| **“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 first, * 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 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 way is . . . * One example is . . . * In the beginning of the \_\_\_\_, * Later in the \_\_\_\_, | * Also, * Another reason . . . * Besides . . . * Furthermore, * In addition, * Moreover, * Next, * Second/ly, * In other words, * 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 \_\_\_\_. * That is, | * Last, * Finally, * In short, * In conclusion, * To summarize, * Eventually, * Lastly, * Last but not least, * The last reason is . . . * As one can see, * Anyone 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, * Obviously, / It is obvious that * 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**

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| **“Detail” /**  **“Example” /**  **“Citation/Quote”**  **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 . . . * Namely, * According to\_\_\_\_, (name) “\_\_\_\_\_\_\_.” * The author states, ” \_\_\_\_\_” * In the text it/the author states, “\_\_\_\_\_.” | * 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 . . . |