

Transitional Words and Expressions

Different kinds of conjunctions, phrases, and other words are used to show transitions from idea to idea, to make connections clearer, or to signal that certain relationships exist. The following list indicates the transitions and situations when they are the most appropriate.

1. *To show when more of the same idea is coming, use*
and, also, additionally, in addition, another as well, besides, equally, important, further, furthermore, next, finally
2. *To show a sequence, use*
first, second, third, and so forth, meanwhile, soon, soon after, afterward, later, after a while, immediately, yesterday, today, tomorrow
3. *To show time, use*
first, second, third, and so forth, meanwhile, soon, soon after, afterward, later, after a while, immediately, yesterday, today, tomorrow
4. *To show a place or location, use*
adjacent to, above, across, beyond, below, under, on the opposite side, to the left or right, in the background, in the foreground, nearby, close and hand
5. *To show comparison or similarity, use*
like, likewise, similarly, in the same manner, also
6. *To show contrast or difference, use*
but, however, nevertheless, yet, on the contrary, although, at the same time, even so, even though, conversely, on the other hand, still
7. *To draw a conclusion, use*
so, therefore, thus, consequently, as a result, finally, accordingly, as a consequence, in conclusion, due to, for these reasons, because of
8. *For emphasis, use*
to repeat, in fact, truly, again, indeed, to this end, with this in mind, for this purpose
9. *To emphasize an example, use*
for example, for instance, a case in point, as an illustration
10. *For summarizing, use*
clearly, it is clear that, therefore, consequently, it can be seen that, in any event, as a result, to sum up, in summary, this, in brief, in short, as I have said, as has been noted (Try not to use "In conclusion")

With transitions, the following rules of punctuation are the ones most commonly used:

1. Use a comma before a coordinating conjunction (but, or, yet, for, and, nor, so).
2. Place a comma after an introductory word, phrase, or clause. (Yes, I know. With to or three geese as sentries, the flock fed peacefully. After you leave, I'm going shopping.)
3. Place a semi-colon before and a comma after an adverbial conjunction which is used as a connector between two complete sentences. (I shouted; as a result, he ran.)
4. Place a comma before and after a word or phrase which interrupts the flow of a sentence. (This information, you understand, will be required wherever you apply.)