

LINKERS / CONNECTORS

RESOURCES FOR EMAILS AND LETTERS: LINKERS

▶ 1. ADDITION

- ▶ "We discussed training, education and the budget. We **also** spoke about marketing."

"We are interested in costs **as well as** the competition."

"They were concerned **too**."

"Marketing plans give us an idea of the potential market. **Moreover/furthermore**, they tell us about the competition."

- ❑ **On top of that**
- ❑ **Besides**

▶ 2. SEQUENCING IDEAS

"Marketing and finance are both covered in the course. **The former** is studied in the first term **and the latter** is studied in the final term."

Firstly/ first of all, ... secondly, ... finally (or lastly) are useful ways to list ideas:

Secondly, there is the worry that Col Gaddafi will defeat the rebellion or remain in power in Tripoli in a divided Libya.

And third, he doesn't account for greater or lesser degrees of liberalism or conservatism.

The following people have been chosen to go on the training course: N Peters, C Jones and A Owen.

She won the party leadership last year. **Afterwards**, she won the election.

▶ 3. CAUSE

"**Due to** the rise in oil prices, the inflation rate rose by 1.25%."

"**Owing to** the demand, we are unable to supply all items within 2 weeks."

(DUE TO/ OWING TO+ NOUN) (DUE TO/OWING TO THE FACT THAT+ SENTENCE)

▶ Since / as (=because)

▶ "**Since** the company is expanding, we need to hire more staff."

▶ "**As** the company is expanding, we need to hire more staff."

□ Because, thanks to, following, in view of/ in the light of, for fear of, given that...

Giving a result

- ▶ Therefore
So
Consequently
This means that
As a result
- ▶ Therefore, so, consequently and as a result are all used in a similar way.
- ▶ "The company is expanding. **Therefore / So / Consequently / As a result**, they are taking on extra staff."
- ▶ So is more informal.

▶ Contrasting ideas

▶ **But** is more informal than **however**. It is not normally used at the beginning of a sentence.

▶ "He works hard, but he doesn't earn much."
"He works hard. However, he doesn't earn much."

▶ **Although, despite** and **in spite of** introduce an idea of contrast. With these words, you must have two halves of a sentence.

▶ "Although it was cold, she went out in shorts."
"In spite of the cold, she went out in shorts."

▶ **Despite** and **in spite of** are used in the same way as **due to** and **owing to**. They must be followed by a noun. If you want to follow them with a noun and a verb, you must use **the fact that**.

▶ "Despite the fact that the company was doing badly, they took on extra employees."


- ▶ **Nevertheless** and **nonetheless** mean in spite of that or anyway.
- ▶ "The sea was cold, but he went swimming nevertheless." (In spite of the fact that it was cold.)
"The company is doing well. Nonetheless, they aren't going to expand this year."
- ▶ **While**, **whereas** and **unlike** are used to show how two things are different from each other.
- ▶ "While my sister has blue eyes, mine are brown."
- ▶ "Taxes have gone up, whereas social security contributions have gone down."
- ▶ "Unlike in the UK, the USA has cheap petrol."
- ▶ **In theory...** **in practice...** show an unexpected result.
- ▶ "In theory, teachers should prepare for lessons, but in practice, they often don't have enough time."

PURPOSE

- ▶ SO THAT/ IN ORDER TO : He got a visa **so that** he can travel to the USA.
- ▶ TO, SO AS TO, IN ORDER TO:
 - ▶ She wakes up early **in order to** be on time to work.
 - ▶ They visited him **so as to** offer their condolences for the death of his wife.
- ▶ **SO AS NOT TO AND IN ORDER NOT TO (negative sentences)**
 - ▶ They woke up early **in order not to** be late.
 - ▶ She exercises regularly **so as not to** get fat.

USEFUL EXPRESSIONS

- ▶ NOT ONLY..... BUT ALSO..... (No sólo... sino también)



Mary plays **not only** the guitar **but also** the violin.
Mary no solo toca la guitarra sino también el violín.

Not only is Sally disappointed at her brother **but also** angry at his remarks.
Sally no solo está decepcionada por su hermano sino también enfadada por su comentarios.

- ▶ NOT ONLY..... BUTAS WELL




She is **not only** beautiful **but** very intelligent **as well**.
Ella no solo es hermosa sino que es muy inteligente también.

Mary and Bill **not only** argued, **but** shouted at each other **as well**.
Mary y Bill no solo discutían sino que se gritaban también.

- ▶ BOTH.....AND.....(tanto.... Como)


both...and... – tanto...como... / ambas cosas



Many politicians desire both money and power.
Muchos políticos desean tanto dinero como poder.

Bill wants both to earn more money and to work less.
Bill quiere ambas cosas, ganar más dinero y trabajar menos.


- ▶ No sooner.....than..... (apenas..... Cuando.....)



The baker had no sooner turned off the oven than the last customers arrived.
El panadero apenas había apagado el horno cuando llegaron los últimos clientes.

I had no sooner gotten into the bathtub than the telephone rang.
Apenas me había metido en la bañera cuando sonó el teléfono.

- ▶ EITHER..... OR..... (O.....O.....)



Either you shut your mouth and listen **or** you leave the class.
O te callas la boca y escuchas, o te vas de la clase.

That clerk is **either** incompetent **or** too lazy to be efficient.
Ese oficinista es incompetente o demasiado perezoso para ser eficiente.

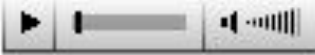
- ▶ NEITHER.....NOR..... (NI...NI.....)



The musician **neither** played the piano well **nor** sang good songs.
El músico no tocó bien el piano ni cantó buenas canciones.

Jack **neither** wrote **nor** telephoned.
Jack no escribió ni llamó por teléfono.


▶ OR ELSE..... (O SI NO.....)



We have to hurry up, **or else we'll miss our bus.**
Tenemos que apurarnos o de lo contrario perderemos el autobús.

You have to pay the rent of the house, **or else you will be evicted.**
Usted tiene que pagar el alquiler de la casa, o sino será desalojado.

▶ OTHERWISE..... (DE OTRO MODO...)



You'll have to hurry up, **otherwise you'll be late.**
Tendrás que darte prisa, o de otro modo llegarás tarde.

Leave right now, **otherwise you'll be caught.**
Vete ahora, de otro modo te atraparán.

- ▶ 1. Fred likes helping his friends. So does Linda.
- ▶ (both...and)

- ▶ 2. Harry used to date Ann. Or was it Helen?
- ▶ (either...or)

- ▶ We should learn to accept our weaknesses and our strengths.
- ▶ (not only...but also)

- ▶ 5. I've betrayed your trust. I've betrayed your love for me.
- ▶ (not only...but also)

- ▶ 6. He felt disappointed. He felt misunderstood.
- ▶ (both...and)

- ▶ Brian isn't very considerate. Neither is Tom.
- ▶ (neither...nor)

- ▶ 8. A true friend is someone who is caring and loving.
- ▶ (both...and)

- ▶ 9. Rachel should apologise or leave.
- ▶ (either...or)

- ▶ 10. Richard and John didn't keep her secret.
- ▶ (neither...nor)

- ▶ Complete:
- ▶ 1. Who wrote you this love letter? - I'm not sure. I think it was ___ Michael ___ Paul.
- ▶ 2. ___ Linda ___ Helen called to say sorry. I'm very sad and frustrated.
- ▶ 3. ___ Ryan ___ Susie have disappointed me. They didn't come to my birthday party.
- ▶ 4. Paul has been neglecting us. He ___ calls ___ hangs out with us anymore.
- ▶ 5. He hurt ___ her feelings ___ her dignity. This is unforgivable.
- ▶ 6. ___ loyalty ___ honesty are essential in a friendship.
- ▶ 7. You should ___ disrespect ___ deceive your friends.
- ▶ 8. I will take you ___ to the cinema ___ to the theatre. That's a promise.