

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.