# ESOL Entry 3 – Using Linking Words to Organise Speech

# 1 of 16 - Welcome

Welcome to this session on using linking words to organise speech. In this session, you will learn how to use linking words and phrases to make your sentences sound more organised and clear.

By the end of this session you will be able to:

* Use time sequencers to show the order that events happened
* Use conjunctive adverbs to show the cause and effect of a situation
* Use discourse markers to start, end, and rephrase statements
* Use discourse markers to show strong opinions, and to sound less direct

# 2 of 16 - Time sequencers Time sequencers are words or phrases used to show the order in which different events happen.

# When two or more things happen one after another, time sequencers can help our audience understand what order they happened in, and how close together or far apart they were.

# Time sequencers that indicate what happened first include:

* Firstly …
* At first …
* Initially …
* At the start …

# Time sequencers that indicate what happened last include:

* Finally …
* Lastly …
* At the end …

# 3 of 16 – Time sequencers continued Time sequencers that indicate what happened last include:

* Then …
* Next …
* Afterwards …
* After that …
* Following this …
* Later …

Some other examples of time sequencers with different meanings are:

All of a sudden –   
Means something happened suddenly or immediately after something else.  
‘I was walking to the shops, when all of a sudden I dropped my phone!’

As soon as –   
Means that immediately after one thing has happened, something else will happen.

‘As soon as Jameel arrives, he will tell you he is here.’

While –   
Means at the same time something else is happening.

‘While she was at work, we prepared a surprise party for her birthday.’

# 4 of 16 – Question 1 Match up correct time sequencers to the relevant sentences:

* Then
* Finally
* As soon as
* Meanwhile
* At first

1. Zara and I went out to lunch, **BLANK** Betty stayed at the office.
2. **BLANK**, I didn’t like Mo’s plan, **BLANK** he persuaded me that it was a good idea.
3. **BLANK** you get to the junction, turn left.
4. I’ve done the shopping, cleaned the windows, and taken the dog for a walk. **BLANK**, I can sit down!

The correct answers are:

1. Zara and I went out to lunch, **MEANWHILE** Betty stayed at the office.
2. **AT FIRST**, I didn’t like Mo’s plan, **THEN** he persuaded me that it was a good idea.
3. **AS SOON AS** you get to the junction, turn left.
4. I’ve done the shopping, cleaned the windows, and taken the dog for a walk. **FINALLY**, I can sit down!

# 5 of 16 – Indicating cause and effect

Cause and effect is used in a factual account to show how one event influences another.

For example, in the following sentence:

“I spilled my juice, so I had to clean it up.”

“I spilled my juice” is the cause.

“I had to clean it up” is the effect.

“so” is used to show what the effect of spilling the juice is.

This type of word is called a conjunctive adverb.

# 6 of 16 - Indicating cause and effect continued

“So” is not the only word that can be used to indicate which event is the cause and which is the effect.

Other examples of these words or phrases include:

Therefore –

The bus didn’t arrive, therefore I was late for work.

As a result –

It is raining outside. As a result, I will take my umbrella with me.

Consequently –

Jim was driving too fast. Consequently, he got a speeding ticket.

# 7 of 16 - More about indicating cause and effect

The effect does not have to come after the cause. We can change the wording of the sentence to say the effect first, then the cause. For example:

‘I can’t come to the park because I have an appointment.’

Other examples of words or phrases that can be used to indicate the effect before the cause are:

As –

Mohamed got a promotion as he is a very hard worker.

Since –

I am hungry since I skipped breakfast this morning.

Due to the fact that –

Her plants died due to the fact that she forgot to water them.

# 8 of 16 - Question 2

Match the following words and phrases into the correct categories to complete the sentences. Are they a cause, an effect, or a conjunctive adverb? The first one has been done for you.

* I tripped over.
* due to the fact
* therefore
* It was hot outside.
* The dog was thirsty
* Everyone laughed

|  |  |  |
| --- | --- | --- |
| Cause | Conjunctive adverb | Effect |
| The students behaved in class | so | they were given a reward. |
|  | since |  |
| My shoes were untied |  |  |
|  |  | the joke was funny. |

The correct answers are:

|  |  |  |
| --- | --- | --- |
| Cause | Conjunctive adverb | Effect |
| The students behaved in class | so | they were given a reward. |
| **The dog was thirsty** | since | **It was hot outside.** |
| My shoes were untied | **therefore** | **I tripped over.** |
| **Everyone laughed** | **due to the fact** | the joke was funny. |

# 9 of 16 - Discourse markers used to begin a talk

Discourse markers are linking words which are used to connect sentences. They are like ‘glue’ which sticks different parts of a sentence together.

They should be used when speaking to help our audience move from one part of our account to the next. They organise longer pieces of speech or conversation to make it easier to break down.

Some discourse markers can be used to begin a talk or introduce a new topic. These include:

Right –

Right, I want to speak to you today about...

Now –

Now, the next topic I wanted to introduce is...

Okay or OK –

Okay, I have brought you here to tell you...

# 10 of 16 - Discourse markers used to end a talk or rephrase

Some discourse markers can be used to end a talk or conversation. Some of these are the same words used to begin a talk, but in a different context they can be used to bring it to a close. These include:

Right –

Right, see you later!

Anyway –

Anyway, that’s all I had to say for now, bye.

Okay or OK –

Okay, thank you for listening.

Other discourse markers can be used when we want to say something in another way. These include:

* I mean, What I mean is, or What I’m trying to say is.  
  You have a good diet and do lots of exercise. What I mean is, you’re healthy and shouldn’t be worried.
* In other words.  
  I thought the film was quite repetitive. In other words, I didn’t like it.
* Actually.  
  I found a lovely house for sale. Well, it’s a bungalow actually.

# 11 of 16 - Question 3

Match up correct discourse markers to the relevant sentences in the following passage about a birthday party:

* What I mean is
* Actually
* Anyway
* Now

1. **BLANK**, I wanted to tell you about an idea I had for the party.
2. Elise really loves chocolate. **BLANK**, we should bake her a chocolate flavour birthday cake.
3. I found a perfect venue not very far from here. It’s just opposite the church **BLANK**.
4. **BLANK**, let me know what you think.

The correct answers are:

1. **NOW**, I wanted to tell you about an idea I had for the party.
2. Elise really loves chocolate. **WHAT I MEAN IS**, we should bake her a chocolate flavour birthday cake.
3. I found a perfect venue not very far from here. It’s just opposite the church **ACTUALLY**.
4. **ANYWAY**, let me know what you think.

# 12 of 16 - Discourse markers used to show strong opinion

Some discourse markers can be used to show our opinion or attitude towards something we feel strongly about.

For example, we might want to say:

“Sarah makes the best chocolate brownies in the world.”

To emphasise our strong opinion about this statement, we can add a discourse marker:

“Seriously, Sarah makes the best chocolate brownies in the world.”

Other words/phrases that can be used to do this are:

Obviously –   
We will obviously have to repair your broken watch.

I must say –   
I must say, I had a really enjoyable evening.

Frankly –   
Frankly, I don’t like his hair style at all.

# 13 of 16 - Question 4

You have just left a restaurant where you ate spaghetti bolognese for dinner. It was the best spaghetti bolognese you have ever tasted, and want to emphasise how much you enjoyed it to your friends.

What is the best choice of word/phrase to fill in the blank to more strongly show your opinion?

**BLANK**, that was the most delicious spaghetti bolognese I have ever had in my whole life!

1. Right
2. In other words
3. Seriously
4. Ok

The correct answer is, c: The word seriously can be used to emphasise that we have a strong opinion about the statement.

# 14 of 16 - Discourse markers used to sound less direct

Some discourse markers can be added to a sentence to make it sound less direct or less forceful.

For example, we might want to say:

“There is a new park opening this week. We should go there on Saturday morning.”

However, to sound less forceful about this suggestion, we can add the word perhaps:

“There is a new park opening this week. Perhaps we should go there on Saturday morning.”

This means our suggestion sounds less direct, and makes it easier for the other person to give their own opinion or suggestion.

Other words/phrases that can be used to do this are:

Maybe –   
Maybe you should rest today instead of coming running with us.

Just –   
I just think that the sauce is too runny.

# 15 of 16 - Question 5

You are planning to go to the cinema with a friend. They have suggested seeing an action film, but you don’t like action films very much and would prefer to see a comedy.

What is the best word or phrase to suggest this without sounding too direct?

Sorry, I **BLANK** don’t like action films very much. **BLANK** we could see a comedy instead?

1. Frankly
2. Perhaps
3. Just
4. Right
5. Obviously

The correct answers are, c and b: Sorry, I just don’t like action films very much. Perhaps we could see a comedy instead?  
The words just and perhaps soften the sound the sentences, making them sound less direct. Without these words, your friend may think you sound too forceful and perhaps even rude. Using these words helps us to disagree and give our own opinion without seeming too direct.

# 16 of 16 – End

Well done. You have completed this session on using linking words to organise speech.

You should now be able to:

* Use time sequencers to show the order that events happened
* Use conjunctive adverbs to show the cause and effect of a situation
* Use discourse markers to start, end, and rephrase statements
* Use discourse markers to show strong opinions, and to sound less direct

If you are unsure or have any questions about any of these topics, make a note and speak to your tutor for more help.