



Explanations

This unit includes words and phrases used to organize ideas in speaking and writing. Notice the position of the words in the example sentences. Sometimes a word comes in the middle of a sentence to join two clauses, such as *and*. Other times the word or phrase comes at the beginning of a sentence and is followed by a comma in writing or a pause in speech, such as *First of all*, ...

■ *And* is used to join words or parts of sentences. To emphasize the fact that there are two things we can use *both* ... *and*.

*Helen put on her coat and picked up the suitcase.
Helen picked up both her suitcase and her umbrella.*

■ *Too*, *as well*, *as well as* and *also* are used to describe two actions at the same time. Note the positions.

Helen picked up her suitcase and her umbrella too.

Helen picked up her suitcase and her umbrella as well.

Helen picked up her suitcase as well as her umbrella.

Helen picked up her suitcase, her coat and also her umbrella.

■ Note the possible positions of *For example*.

Diet varies from place to place. For example, in hot countries, people tend to eat more fruit.

In hot countries, for example, people tend to eat more fruit.

■ We use *such as* in the middle of a sentence to give examples. It is the same as *like*. *Such as* cannot be used at the beginning of a sentence.

In hot countries, such as Greece, people tend to eat more fruit.

■ We can use *First (of all)* to begin a list of points in formal speech and writing. For other points we use *Secondly* etc.

Television has changed our lives in several ways. First of all, it has ...

Secondly, more people ... Finally, it has changed the way that ...

■ To introduce our final point in formal speech and writing we can say *In conclusion*.

In conclusion, we can say that television has both good and bad features.

These are used in formal speech and writing to show that we are adding a point. The meaning is 'and' but the phrases comes at the beginning of a sentence.

Television has changed our lives in several ways. First of all, it has ...

Secondly, more people ... As well as this/Besides this, more people ...

*and, both, too,
as well, also*

*For example,
such as*

*First (of all),
secondly etc.,
finally*

*As well as this,
besides this*

In fact, actually

In fact and actually are used to give more detail, or to give surprising information.

Dave has several dogs. **In fact**, he's got four. (more detail)
I thought Gina was a doctor but, **in fact**, she's a vet. (surprise)
I thought Gina was a doctor but, **actually**, she's a vet. (surprise)

In my view, personally

These are used in formal speech and writing to introduce our own ideas:
Some people believe that television has killed the art of conversation. **In my view/Personally**, I think it gives people something to talk about.

either, or

■ *Either ... or* is used to describe a choice or an alternative.
We can **either** go to the cinema, **or** stay at home.
Either we can go to the cinema, **or** we can stay at home.

(NOT ~~or we can go~~ ...)

Note that the structure *Or... or...* does not exist in English. It is possible to begin a sentence with *Or* only when we complete someone else's sentence.
A: 'We could go to the cinema I suppose ...'
B: '... **or** we could stay at home and watch a video.'

instead (of)

■ We use *instead (of)* to mean 'in the place of something else'.
Instead of cooking I ordered a take-away meal.
Jill came to the party **instead of** her sister.

■ At the end of a sentence, *instead* is used without *of*.
I didn't cook. I ordered a take-away meal **instead**.

except

Except and *except for* mean 'not including'.
They gave presents to everyone **except** me.
We have painted all the house, **except (for)** the front door.

even

■ We use *even* to say that something is surprising.
Sam studies very hard. He **even** gets up at 5.30 to study!
Even Sam found the exam difficult.

■ *Even* is also used to emphasize comparative adjectives.
This question is **even harder than** the last one.

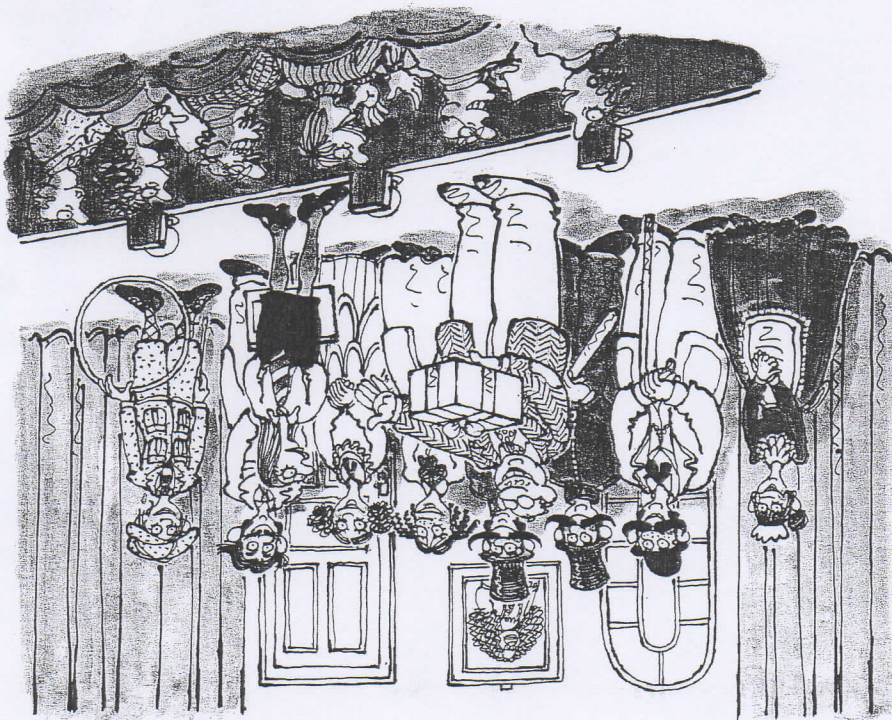
Time words with other meanings

The time words *since*, *yet* and *while* have a completely different meaning and use as linking words. With this use they are more common in writing.

since meaning 'as'
I couldn't swim, **since** I had a cold.
yet meaning 'although'
No one replied to my knock, **yet** all the lights were on.
while meaning 'although'
The first two buses were full, **while** the next was completely empty.

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5 Complete the spaces (a-j) with the words (1-10).



(a) I'd like to thank everyone who has helped with the school play.
 (b) the actors, and the stage hands, have worked very hard, and
 everyone who made the costumes worked hard (c) I would (d)
 like to thank all those who have sold tickets. This year we had an (e)
 larger audience than last year, and (f) Tuesday evening, every single seat
 was sold. This year the play ran for a week (g) for two days. We did not
 have a lot of time for rehearsals, and (h) the play was a great success.
 (i) , I feel that we should congratulate all the actors for their wonderful
 performance. (j) , I'd like to give Judy Walker, the director, this present
 from everyone at the school.

- 1 even
- 2 yet
- 3 as well
- 4 except for
- 5 first of all
- 6 in conclusion
- 7 also
- 8 personally
- 9 both
- 10 instead of

Give a five-minute mini-presentation to the class about a famous historical figure who interests you. If you need to find information, try searching on the Internet in English. When you give your mini-presentation, use the discourse markers from the exercise above.

Activation

Hi, everyone. The historical figure I've chosen for my mini-presentation is ^a Oliver Cromwell. You may not have heard of him before, but ¹ *in fact* he was one of the most influential figures in the history of the British Isles. ² *d*, I don't have time to give you all the details about his life in only five minutes, but let's start with some dates...

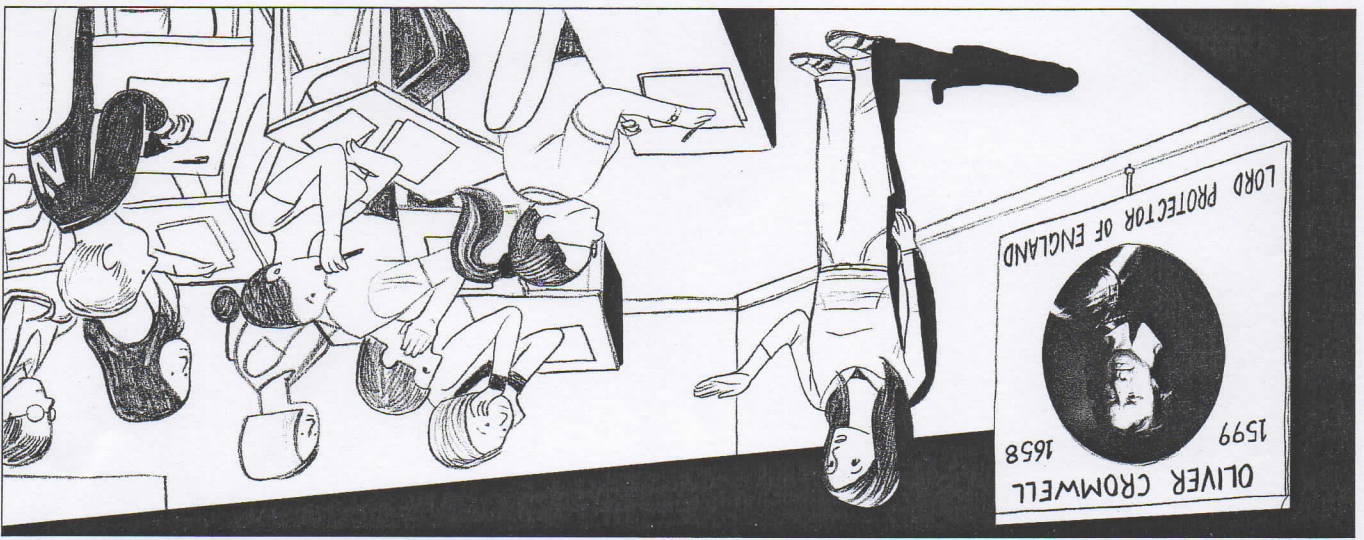
... Cromwell did not accept the absolute power of the king. ³ *b*, he strongly believed that his country should be governed not only by the king, but also by Parliament. After joining the army as a soldier, he eventually became a commander and led his troops in the Civil War which ended in the defeat and execution of the king. ⁴ *!* this, Cromwell also led military campaigns in Ireland and Scotland. He was later named as Lord Protector of England, or, ⁵ *e*, the absolute leader of the country...

... ⁶ *c*, you might be interested in finding out more about the English Civil War. It was a very violent and unstable period in the country's development, during which thousands of people were wounded or killed. ⁷ *g*, to get back to the main subject of my presentation, Cromwell...

... ⁸ *!*, there are two contrasting opinions about Oliver Cromwell. ⁹ *h*, some people believe that he was a great hero who liberated his country by overthrowing the king. On the other hand, he is regarded by many as a violent dictator whose actions led to the oppression and death of many people...

... ¹⁰ *f*, I believe that Oliver Cromwell was an extremely important figure in British history, whatever you think about him. Thank you for listening. Does anyone have any questions? I'm not the world's greatest expert on British history, but I'm happy to try to answer...

^a in fact ^b that is to say ^c by the way ^d obviously ^e in other words ^f to sum up ^g anyway ^h on the one hand ^{! basically [!] besides}



Complete the presentation with the discourse markers from the list.

Consolidation