

Connective words and phrases

Sequencing/Listing *Use to catalogue (make a list of items or sequence place in order) what you say*

- *First of all, ... / Firstly/ Firstly,...*
- *In the first place, ...*
- *To begin with,...*
- *Next,...*
- *Secondly,...*
- *After that,...*
- *Finally,...*

Reinforcing *Use to add strength what you have said*

- *Also, ...*
- *Besides, ...*
- *Furthermore, ...*
- *In addition, ...*
- *Moreover, ...*

Equating *Use to indicate similarity with what has been said*

- *In the same way, ...*
- *Likewise, ...*
- *Similarly, ...*
- *By the same token*

Summarising *Use to introduce a generalisation of conclusion of what you said*

- *In conclusion, ...*
- *In summary, ...*
- *To conclude, ...*
- *To sum up, ...*
- *In sum,*
- *Overall*

Referring *Use to indicate you will give (or have given) one or more example of what you have said.
Use to indicate an explanation of what you have said.*

- *For example, ...*
- *For instance, ...*
- *In particular, ...*
- *Particularly, ...*
- *... such as ...*
- *... that is ... / ... that is to say ...*
- *... namely ...*

Showing result *Use to express the consequence of what you said.*

- *As a result, ...*

- *Consequently, ...*
- *In consequence, ...*
- *Hence, ...*
- *So ...*
- *Therefore, ...*
- *Thus, ...*

Inferring *Use to deduce from what you have said. Either what might or might not have happened, is happening or will happen.*

- *In other words, ...*
- *In that case, ...*
- *Then*
- *(Or) else, ...*
- *Otherwise, ...*

Giving alternatives *Use to refer to an alternative to what you have said.*

- *Alternatively, ...*
- *On the other hand, ...*
- *Then again, ...*

Restarting *Use to express what you have said in another way (usually more simply)*

- *In other words, ...*
- *That is to say, ...*
- *To put it simply, ...*

Contrasting *Use to compare or contrast with what you have said.*

- *Conversely, ...*
- *In comparison, ...*
- *In contrast to this, ...*
- *Instead, ...*
- *On the contrary, ...*
- *... whereas ...*
- *... while .../... whilst ...*

Conceding *Use to indicate other ways of considering what you have said.*

- *After all, ...*
- *All the same*
- *Although / Though / Even though, ...*
- *Even if, ...*
- *In spite of, ... despite this/that*
- *Nevertheless, ...*
- *Nonetheless, ...*
- *Still, ...*
- *Yet, ...*

Connective words and phrases

Also/Besides/Furthermore/In addition/Moreover/What's more/plus

The rent is reasonable and, moreover, the location is perfect.

The source of the information is irrelevant. Moreover, the information need not be confidential.

Using language is a very complex enterprise. Moreover, there is more to communication than merely putting sentences together.

The whole report is badly written. Moreover, it's inaccurate.

He is old and unpopular. Furthermore, he has at best only two years of political life ahead of him.

*The decorations were absolutely beautiful **and** what's more, the children had made them themselves.*

I need the money. And besides, when I agree to do something, I do it.

Do you play any other sports besides football and basketball?

She won't mind your being late - besides, it's hardly your fault.

who did you ask besides Mary?:

He said he had not discussed the matter with her. Furthermore, he had not even contacted her.

A talented artist, he was, moreover, a writer of some note.

I don't really want to go. Besides, it's too late now.

I suggest we use Barkers as our main suppliers - they're good and furthermore they're cheap.

In addition to his flat in London, he has a villa in Italy and a castle in Scotland.

In the same way/ Likewise/ Similarly/ by the same token

Nanny put on a shawl and told the girls to do likewise.

The clams were delicious. Likewise, the eggplant was excellent.

'You're always welcome at our house.' 'Likewise. (informal)

Just water these plants twice a week, and likewise the ones in the bedroom.

INFORMAL "I haven't got time to spend hours preparing one dish!" "Likewise (= It's the same for me)."

She works as a teacher; her brother likewise (informal)

(formal) He voted for the change and he expected his colleagues to do likewise.

The first letter she wrote me was less than a page long, and her second letter was similarly brief.

[sentence adverb]

The cost of food and clothing has come down in recent years. Similarly, fuel prices have fallen quite considerably.

The children were similarly dressed.

Cars must stop at red traffic lights: similarly (= in a similar way), bicycles should stop too.

Husband and wife were similarly successful in their chosen careers.

The United States won most of the track and field events. Similarly, in swimming, the top three places went to Americans.

I realise that he hasn't come up with any new ideas, but by the same token we haven't needed any.

If you give up exercise, your muscles shrink and fat increases. By the same token, if you expend more energy you will lose fat.

In conclusion/ In summary/ To conclude/ To sum up

In conclusion, I would like to say how much I have enjoyed myself today.

In summary, do not sell your shares.

To conclude, I'd like to express my thanks to my family.

To sum up, for a healthy heart you must take regular exercise and stop smoking.

For example/ For instance/ Such as/take/consider/like

Many countries, for example Mexico and Japan, have a lot of earthquakes.

Car prices can vary a lot. For example, in Belgium the VW Golf costs \$1000 less than in Britain.

We need to rethink the way we consume energy. Take, for instance, our approach to transport.

Cartoon characters such as Mickey Mouse and Snoopy are still popular.

Large electrical goods such as television sets and washing machines.

*'There are lots of useful things you could do.' 'Such as?'

In particular/ Particularly/ especially

It was a good concert - I enjoyed the last song in particular.

Steve was in a particularly bad mood when he got back.

The restaurant is particularly popular with young people.

We are hoping to expand our business, particularly in Europe.

British farmers, particularly those producing lamb, are very worried.

As a result/ Consequently/in consequence/Hence/ So/ Therefore/ Thus

He always put the blame on others and never seemed to accept his own faults. As a result, he was never able to overcome his frustrations.

Most computer users have never received any formal keyboard training. Consequently, their keyboard skills are inefficient.

The molecules are absorbed into the bloodstream and consequently affect the organs.

I spent most of my money in the first week and consequently had very little to eat by the end of the holiday.

□ *The joke backfired and the relationship consequently deteriorated*

As a result of the pilots' strike, all flights have had to be cancelled.

She was over the age limit and, in consequence, her application was rejected.

The cost of transport is a major expense for an industry. Hence factory location is an important consideration.

I was feeling hungry, so I made myself a sandwich.

Their car was bigger and therefore more comfortable.

Progress so far has been very good. We are, therefore, confident that the work will be completed on time.

Most of the evidence was destroyed in the fire. Thus it would be almost impossible to prove him guilty.

* in this manner or way:

They diluted the drug, thus reducing its effectiveness.

That is/ That is to say/ namely

that is to say= used before giving more details or being more exact about something:
They, that's to say Matt and John, were arguing about what to do.

One solution would be to change the shape of the screen, that is, to make it wider.
Languages are taught by the direct method, that is to say, without using the student's own language.

I loved him - that is, I thought I did.

used when saying the names of the people or things you are referring to:

Three students were mentioned, namely John, Sarah and Sylvia.

In other words/ That is to say/ To put it simply

The tax only affects people on incomes of over \$200,000 - in other words, the very rich.

So he is a fraud, a common thief in other words.

He was economical with the truth - in other words, he was lying.

Well, Randy's not quite ready to make a decision yet." "So, in other words, we have to wait, right?"

He prides himself on his powers of persuasion -- or, in other words, his salesmanship.

The books and materials are kept on closed access, in other words available only to the library staff.

The tax only affects people on incomes over \$200,000 - in other words, the very rich.

This is supposed to be a democracy - in other words, one person one vote.

What we need is a more sustainable transport system, in other words, more buses and trains, and fewer cars.

In that case

He didn't want to talk to Sally.' 'In that case why did he agree to meet her?'

Otherwise/ Or else

You'll have to go now, otherwise you'll miss your bus.

Put your coat on, otherwise you'll get cold.

We were delayed at the airport. Otherwise we would have been here by lunch time.

They got two free tickets to Canada, otherwise they'd never have been able to afford to go.

The government claims that the economy is improving, but this survey suggests otherwise.

A lot of people think otherwise.

He was tired but otherwise in good health.

I could hear the distant noise of traffic. Otherwise all was still.

This spoiled an otherwise excellent piece of work.

Their arrival livened up an otherwise dull afternoon.

We welcome any comments from viewers, favourable or otherwise.
The truth or otherwise of this diagnosis would be revealed in the future.
I'm afraid I will be otherwise engaged that day.(busy)
Albert DeSalvo, otherwise known as the Boston Strangler(also)
people who smoke or otherwise abuse their bodies(in a different way)
Life in the military is hard - how can it be otherwise?

Hurry up or else we'll miss the train.
The salesman will reduce the price or else include free insurance.
Hand over the money, or else!

On the contrary/Conversely/In comparison/In contrast to this/by contrast

*It wasn't a good thing; on the contrary it was a huge mistake.
'I suppose your wife doesn't understand you.' 'On the contrary, she understands me very well.'
'Are they happy?' 'No, no, quite the contrary.'*

American consumers prefer white eggs; conversely, British buyers like brown eggs.
In comparison to other recent video games, this one isn't very exciting.
The stock lost 60 cents a share, in contrast to last year, when it gained 21 cents.

Whereas/ while/ whilst

*The old system was fairly complicated whereas the new system is really very simple.
Whereas the city spent over \$1 billion on its museums and stadium, it failed to look after its schools.
A bowl of instant oatmeal costs about \$.15, whereas regular oatmeal costs only \$.05 per bowl.*

*He must be about sixty, whereas his wife looks about thirty.
You eat a massive plate of food for lunch, whereas I have just a sandwich.*
Schools in the north tend to be better equipped, while those in the south are relatively poor.
He paid a lot of attention to her family whilst nobody expected him to do so

***After all/ All the same/{ Although/ Though/ Even though/even if }/
However/{ In spite of /Despite }/{ Nevertheless/ Nonetheless/ Still/ Yet }***

He wrote to say they couldn't give me a job after all.(didn't expect it)
Union leaders announced that they would, after all, take part in the national conference.
Prisoners should be treated with respect - they are human beings after all.(don't forget)
I don't know why you're so concerned - it isn't your problem after all.
I realise she can be very annoying, but I think you should apologise all the same.
I'm not likely to run out of money, but all the same, I'm careful.

Although in poor health, she continued to carry out her duties.
We decided to take rooms in Longwood House, although we knew we could not really afford the rent.
Although I can't help admiring the man's courage, I do not approve of his methods.
You can copy down my answers, although I'm not sure they're right.
No, this is my responsibility, although I appreciate your offer.
Though she's almost 40, she still plans to compete.
Pascal went ahead with the experiment even though he knew it was dangerous.

The rooms, though small, were pleasant and airy.
Strange though it may seem, I like housework.
I thought he'd been drinking, though I wasn't completely sure.
The offenders were dealt with firmly though fairly.
Even though he's 24 now, he's still like a little child.
I can still remember, even though it was so long ago.

I wouldn't tell you even if I knew.
Even if she survives, she'll never fully recover.
She's going to have problems finding a job even if she gets her A levels.

*This is a cheap and simple process. However there are dangers.
an extremely unpleasant disease which is, however, easy to treat.
This is one possible solution to the problem. However, there are others.
There may, however, be other reasons that we don't know about.
The letters are stained and faded. I do, however, believe they're legible*

*We went out in spite of the rain.
Kelly loved her husband in spite of the fact that he drank too much.
In spite of his injuries, he **bears no** animosity **towards** his attackers.
Despite all our efforts to save the school, the authorities decided to close it.
She went to Spain despite the fact that her doctor had told her to rest.
(without taking any notice of or being influenced by; not prevented by)*

I still enjoyed the week despite the weather.

Despite repeated assurances that the product is safe, many people have stopped buying it.

*He managed to eat a big lunch despite **having** eaten an enormous breakfast.*

** He laughed despite himself. (didn't want)*

She took the money from her mother's purse, despite herself.

What you said was true. It was, nevertheless, a little unkind.

I knew a lot about the subject already, but her talk was interesting nevertheless.

The region was extremely beautiful. Nonetheless Gerard could not imagine spending the rest of his life there.

The paintings are complex, but have plenty of appeal nonetheless.

Kelly was a convicted criminal, yet many people admired him.

She does not speak our language and yet she seems to understand what we say.

a story that is strange yet true

an inexpensive yet effective solution to our problem

simple yet effective

*He's overweight and bald, (**and**) yet somehow, he's incredibly attractive.*

Clare didn't do much work, but she still passed the exam.

The hotel was terrible. Still, we were lucky with the weather.

You may not approve of what he did, but he's still your brother.

I know you don't like her, but you still don't have to be so rude to her.

Even though she hasn't really got the time, she still offered to help.

He wanted to take no risks, however small. She has the window open, however cold it is outside.

However carefully I explained, she still didn't understand.

Instead

You probably picked up my keys instead of yours.
Could I have tuna instead of ham?
Instead of being annoyed, he seemed quite pleased.
Geoff didn't study law. Instead, he decided to become an actor.
If Jo can't attend the meeting, I could go instead.

Unlike

Tammy was unlike any other woman I have ever known.
It's unlike Greg to be late.
It was so unlike him to say something like that, with such intensity, that I was astonished...
'We'll all be arrested!' Thomas yelled, which was most unlike him.
Unlike most people in the office, I don't come to work by car.
In appearance John is not unlike his brother.
The landscape is not unlike that of Scotland.
This was a foreign country, so unlike San Jose...
She was unlike him in every way except for her coal black eyes.
Unlike aerobics, walking entails no expensive fees for classes or clubs.
His notions of right and wrong are unlike those of other people.
Although they're brothers, they look quite unlike each other.
It is unlike you to complain.
Unlike you, I've been there and know what it's like.

Alternatively

You can relax on the beach or alternatively try the bustling town centre.'
*We could go to the Indian restaurant, **or** alternatively, we could try that new Italian place.*
The agency will make travel arrangements for you. Alternatively, you can organize your own transport.
Allow about eight hours for the drive from Calais. Alternatively, you can fly to Brive.

(All of the above- mentioned examples are from Longman, Cambridge and Encarta dictionaries)

Better Diction

What can **we do** = be done
Become tired/old/bored/louder/calm = grow
What do you **think** to be the best form of art? = consider
What evidence can you **give** = offer
Help = offer assistance
Disabled people = people with disabilities
Good = efficient/effective/proper/polite/decent/state of the art
How much do you agree = how far/ to what extent
Unless they are **with** adults = accompanied by
Have a useful life = lead
This costs money = this involves some expense
Cause **big** change = significant
Cause sb to do sth = stimulate people to action
Before TV **became popular** = was widely available
Some people say = some argue برخی اعتقاد دارند
Communicate **well** = effectively
Give people wrong information = misinform people
Change people = alter people
Campaigns against drugs = anti-drug campaigns
For **two** reasons = for a couple of reasons
People with authority = authority figures مسوولین
Bad information = inaccurate information
Stop people from sth = deter them
Bad criminals = serious criminals
Work **more** = work harder
Make money = earn money
Be good for society = benefit society
You **need some** skills = require certain skills
People **who should have** sth = deserving people
Result in = lead to = end in
Go to work by car = drive to work
Go to work on foot = walk to work
Go to work by bus = take the bus to work
People **like** certain movies = certain movies appeal to some viewers
Make the hours **smaller** = restrict the hours
Help a cause = contribute to a cause در امر خیری شرکت کردن - به هدفی یاری رساندن
Big reason = major reason دلیل عمده
Many people = a large percentage of people
Bad vehicle maintenance = inadequate
Bad breaks = defective
Bad tires = bald
Bad roads = roads in a state of disrepair
More money = a greater portion of money

Not do sth = fail to do sth کاری را نتوان انجام داد

Firms that fail to take advantage of the new technology will go out of business.

Get = obtain/deal with/become ill

with/become/cause/be/move/travel/understand/hear/prepare/confuse/annoy/

make emotion/hit/reach/have chance/look at

Driving while we are drunk = drunken driving

Fast, high speed = excessive speed

Carelessly = without due care

Solve a problem = resolve an issue

Campaigns proved to be effective = campaigns proved effective

Danger = hazard

Accidents **will happen** = they are inevitable

Reduce **the number of times they happen** = reduce their frequency

Use = put in use

Give money to sth = allocate

Doing sth = take measures = implement measures

Maybe people ask = one may ask

A disease which is **only for** office workers = peculiar to

Much safer = far safer

I will give reasons = this essay will provide reasons

Building parks, cinemas and libraries = provision of facilities such as

Makes life **better** = enhances the quality of life

We should **pay special attention** to sth = sth should be a high priority

Stop people from buying cars = discourage car purchase

Meet their needs = cater for their needs

Get rid of waste = waste is dumped

The quality of life will **be worse** = suffer

Get healthy = achieve health

It can be misused = it is open to misuse

People who don't have authority = unauthorized persons

Another problem is that = a further

Police **work** better = operate

Very quickly = instantly

The benefits are **much more than** the problems = the benefits far outweigh the problems

Give suggestions = offer suggestions

Giving financial support = provision of ~~~

Because of = due to = owing to

In different ways = through a range of measures

Less tax = tax deduction = tax cuts

Consider sth = sth should be taken into consideration

Blind people = the visually impaired

Change = convert

Help society = contribute to

Encouragement = incentive

Employ = hire

In many ways = in a number of ways

Good services = adequate
By following these goals = through pursuit of
Society can **be sure** that = ensure
Increase **very much** = substantially
Cities **are** like magnets = act
A **result** of this action = consequence
The **pressure** on infrastructure = strain placed
Villages = rural areas
Try = attempt
Everywhere = throughout the world
They **cannot be stopped** = are inevitable
To be under **pressure** = strain
The infrastructure will **be destroyed** = collapse
We **become upset** = we are saddened by
we **often** forget = We tend to forget
Intersections that are planned properly = properly planned intersections
a **very** controversial thing = a highly contentious issue
cause strong **feelings** = give rise to strong emotions on both sides of the debate
reduce peoples' **pain** = end the suffering
fellow-human beings
a **kind** action = an act of mercy
it has happened that ... = there have been instances where
Have **bad pain** = experience appalling suffering
Very bad = Presumptuous in the extreme
Who can guarantee = who is to guarantee
Reach sth = have access to sth
Very wrong = totally unacceptable
Doctors **have promised to** = Doctors are bound by oath to
by law police **should** = Police are legally bound to
When there are problems = in the face of problems
Start reforms = embark on
Who knows **what may happen** = who knows where it might lead to
Illnesses related to stress = stress-related diseases
It will definitely happen = an unavoidable consequence
There are many **factors** which **have an effect on** sth = there are many forces at play here
The main **cause** = the main contributing factor
Everything is **becoming more and more difficult** = the growing complexity of the modern world
Speed of change is **everywhere** = it pervades all aspects of our life
it is **not like this anymore** = This is no longer the case
Change **jobs** = change career
People may **have to** = people may be obliged to
during their lives = In their life-times
The **main** reason = the root cause
Everything can be obtained = availability of goods
The environment **closest to us** = Our immediate environment
As resources **become less and less** = as resources become more scarce

Big pressure = enormous
Make the problem worse = compound the problem
Too much advertisement = constant barrage of advertising
 Its **aim** is the public = directed at public
 Many **actions** = several courses of action
Start a big fight = embark upon a massive campaign
Make people stronger against stress = Increase people's threshold of coping with stress
 Our **method of teaching and learning** = our approach to
Make students' lives much better = greatly enhance students' lives
More problems than advantages = costs will outweigh the benefits
 We may **have the same situation** for lecturers = the same may be true of lecturers
 To **say** that informal meetings are **important** = stress the significance of informal meetings
 Their work maybe **of low quality** = students' work may suffer
 In addition to the negative effect = apart from the negative impact of the internet on relationships
 A **sitting job** which **has** long hours = sedentary activity involving long hours
Use energy from the sun = utilize
Not harmful to the environment = environmentally friendly
 The same is **true of** wind = The same will apply to wind
 This is not a new **thing** = this is not a new phenomenon
More job opportunities = a wider choice of employment
 many **like me** = Many, myself, included
Sth should be **done** = Measures should be taken
Do sth about the problem = Address the problem
 We should admit = admittedly
 This may be **hard** to do = This maybe cumbersome to administer
Sth can be **done** = An attempt could be made
 Help the project to work = Get this project off the ground
 As it is happening = As is already happening
 They **are criticized** = they come in for criticism
 Local **plants and animals** = local flora and fauna
 A **better choice** to sth = a safer alternative to sth
Control the energy from the sun and the wind = harness
 The debate about sth **has existed** = been raging
By formal examinations = through
A lot of material = vast amounts of
 It **acts** as a means of education = serves
Gain more experience = broaden their experience
 for myself= For my own part
 There is a **disadvantage** to traveling = downside
 In **these situations** = in such circumstances
 Increase **faster** = at a fast rate
A lot of pressure = enormous
By which we can prevent = thus preventing
 In the future = Years to come
 A **better choice** = a less damaging alternative

Build homes = provide more accommodation
 Some disagree = some are against the idea of ``ing
 A **group** of workers = body
All over the course = throughout a course
Bad students = students who do not perform well
 It isn't only governments which can help = the matter is not just in the hands of governments
Ordinary individuals = typical people
 Companies should be obliged more to ensure that = stricter controls should be

=====

We are constantly living in a state of change ما همواره در حال تغییر هستیم
 Whilst I am prepared to admit that اگر چه میپذیرم که
 In the name of euthanasia/terrorism/peace به نام اوتانازی/تروریسم/صلح
 the arguments put forward by دلایل ارائه شده بوسیله
 advocates of euthanasia طرفداران اوتانازی
 I personally feel that
 There will be safeguards to guarantee this will not happen مکانیسم هایی
 وجود خواهد داشت که این مسئله رخ ندهد
 There is a whole catalogue of human error اشتباهات بسیاری توسط
 انسان رخ می دهد
 A catalogue of mistakes/crimes/cruelty/terrorist crimes
 an appalling catalogue of errors
 Raising children تربیت فرزندان
 Salaries should reflect employees' dedication حقوق باید متناسب با پایبندی کارکنان به کار
 باشد
 Harsh surroundings شرایط سخت محیطی
 Major source of food/money/terrorism منبع اصلی غذا/پول/ترور
 Suffer ill effects from sth رنج بردن از مشکلی
 Major reason دلیل اصلی
 Stress/diseases which afflict city dwellers استرس/بیماری هایی که شهرنشینان را مبتلا میکند
 Contemporary artists هنرمندان معاصر
 Penalize careless drivers more severely تنبیه شدید تر رانندگان بی دقت
 They are more prone to child abuse ایشان بیشتر در معرض به کودک آزاری هستند
 Office workers are doomed to all kinds of diseases کارکنان ادارات محکوم به انواع
 بیماریها هستند
 In all aspects of life در تمام جنبه های زندگی
 Urban sprawl رشد بی رویه شهرها
 Heavy traffic is associated with high urban growth ترافیک سنگین مربوط به رشد بالای
 شهری است
 No sensible person will deny that هیچ فرد منصفی نمیتواند تکذیب کند که
 Undeniably important بطور غیر قابل انکار مهم
 Endanger the rights of individuals به خطر انداختن حقوق افراد
 This essay will discuss both sides of this issue این مقاله هر دو جنبه مسئله را مورد بحث قرار
 میدهد

Retrieval of information بازیابی اطلاعات

Integration of the disabled into the regular school system جذب معلولین در سیستم مدارس عادی

Establish quotas for the deprived citizens تعیین سهمیه برای شهروندان محروم

Tax rebates برگشت مالیات

Conditions can be improved for the visually impaired میتوان شرایط را برای روشندان بهتر کرد

This essay will discuss whether or not این مقاله بررسی میکند که آیا

Withstand impact مقاومت در برابر ضربه

The trend is set to continue = روند تداوم خواهد یافت

To turn to other parts = روی آوردن به دیگر نقاط

The necessary man power = نیروی کار مورد نیاز

Compensate poor countries = جبران مشکلات کشورهای فقیر

Restrict the movement of people = محدود کردن مهاجرت مردم

Redress the imbalance = ایجاد تعادل

Alternative energy sources = منابع انرژی جایگزین

By- product of the problem

High profile dam projects = پروژه های عظیم سد آبی

In one group are those who believe that ...

Know whether

The answer lies somewhere in the middle = پاسخ را میتوان در میانه جست

Traveling like everything has two sides

People of all ages مردم با هر سنی

Enable sb to do sth

The solution is one of partnership راه حل از طریق شراکت میسر است

placed on companies to ensure that

Individuals have as much a part as larger organizations = تک تک افراد به اندازه سازمانهای بزرگ نقش دارند

I tend to agree من تقریباً موافقم که

I tend to agree that can be negatively(adversely)affected by too much time spent on ..

This is partly because.....

..... can be damaging to

Regardless of what they are using the computer for

Over the last half century

The pace of change in the life of human beings has increased beyond our wildest imagination/expectations

This has been driven by

The way we view the world

On a daily basis

On a weekly basis

On an hourly basis

An inescapable fact of life

We need to constantly adapt

Keep pace with

Constant media attention

Those at the top

They live extravagant lifestyles

I disagree with the opinion expressed

I would like to point out that

The issue of children working is a complex and sensitive one.

It is difficult to say who has the right to judge whether children should work

Opinions will differ as to the learning benefits

Teachers and factory owners would have varying concerns

Phrases for introduction

Over the last half century the pace of change has increased **beyond our wildest expectations**

در نیم قرن اخیر سرعت تغییر فوق تصورات ما بوده است

As a result of constant media attention sport professionals have become stars and are paid huge salaries.

در نتیجه توجه دائمی رسانه ها ورزشکاران حرفه ای حقوق های کلان می گیرند

The issue of children doing paid work is a complex and sensitive one.

It is difficult to say who has the right to say whether children working **is right or wrong.**

Today, education has become a priority for many parents seeking to secure a good future for their children **in this rapidly changing world.**

In many places today, children start primary school around the age of six or seven.

One of the most difficult tasks is to define happiness **because it means different things to different people.**

The global phenomenon of urbanization from the beginning of industrialization to the present day has brought opportunity and prosperity, albeit at a cost in the quality of life

The relative importance of natural talent and training **is a frequent topic of discussion**

It is true that in almost every country today each household and family produces a large amount of waste.

It is quite common these days for young people in many countries to have a break from studying after graduating from high school.

Steps to writing a graph description :

- 1. Introduction (what is it about)**
- 2. Overview (at a glance what is seen)**
- 3. Highlights (important data)**
- 4. Conclusion (paraphrase of introduction&overview)**

Important data/points:

- 1. Compare and contrast of data**
- 2. Impressive and precise words**
- 3. Classification**
- 4. Complex sentences**
- 5. Highlights like, min, max, equal quantities, fluctuations, stability, dramatic or slight increases and decreases**

Graphs, charts and tables terminology

*introduction (To begin the description)

The chart **shows/indicates/describes/pictures/illustrates/demonstrates/portrays/exhibits/presents**

The chart shows the number of/the amount of/the opinion of/ the growth of/ frequency of

The pie chart shows how/where/who/how often/where/.....

The pie chart shows there are four main causes of farmland becoming degraded.

The charts compare the sources of electricity in Australia and France

The data shows the differences between developing and industrialized countries' participation in ...

The chart gives information about post-school qualifications in terms of the different levels of ...

The chart shows the changes in the sales of video material/DVDs, games software and CDs around the world in billions of dollars over a three-year period.

*Overview

A glance at the chart shows that it can be immediately observed that As we can see

According to the table as shown in the chart as portrayed in the diagram

Based on the chart as seen in the chart As can be observed/seen/noticed in the graph from the data given

A glance at the pie chart shows that X, Y and Z are the main culprits in land degradation.

Based on the charts, electricity production almost doubled.

As can be seen, there is a gradual decrease in study for career reasons with age.

With a glance it is immediately clear that industrialized countries are better off than developing nations.

As clearly shown in the chart, Britain among the four countries listed has spent most heavily on the mentioned items.

We can immediately see that there were substantial differences in the proportion of men and women at different levels.

*Time description

over a 5- year period from 2002 to/until 2007

Between 2000 and 2004 over the course of a day/week/month/year/decade/century

during a decade/century/millennium

..... in three separate years: 1981, 1991 and 2001.

..... the changes in the gap between X and Y since 1950.

Over the period under review طی دوره مورد نظر

*Spending and costs

He/she **spends half of his/her money on sth**

a third of her money is spent on

Half of/a third of/a quarter of/a tenth of/most of/a large portion of/a small portion of/a small number of

A great deal of/ none of /all of

Almost everyone/approximately/about

just over # just under/below کمی بیشتر/کمتر

All of/Most of/some of/none of

Spend/expend/allocate/dedicate/go for دادن / اختصاص کردن time/money/effort/energy/resources

He spent his money on sth/he allocated a quarter of his income to entertainment/a third of his money went for food

She has **dedicated only a small portion of her money to** education

American students **spend twice as much** on fast food **as do** their Iranian counterparts.

France expends as much on tourist facilities as it does on education.

The greatest expenditure was on staff salaries.

Teachers' pay remained **the biggest cost**.

Expenditure on resources such as books **had increased** to 20% by 1991 before

*Equality/equation

She **spent an equal amount of money on** stationery and rent

She has **spent equally on both** stationery **and** rent

According to the chart **the same amount of money went to ... and**

The falls in investment in science and training **are almost the same**

The number **reached a common level of** 175000.

*Rise & increase

(nouns) Rise/increase/growth/increment/surge/ascent/hike

(verbs) Rise/increase/grow/surge/climb/go up/ascend/hike/rocket/skyrocket/pick up

Sales rocketed فروش افزایش شدید داشت

Soaring prices قیمت‌های شدیدا رو به افزایش

costs steepened هزینه ها شدت گرفت

there was a + (adj.) noun / we can see + (adj.) noun/followed by +(adj.) noun

There was a considerable growth in the number of graduates

There was a steep fall **followed by a gradual improvement** in the subsequent months

We can see a big increase in

followed by a sudden surge

the price **saw** a modest rise

The number of tourists saw a significant increase

Sub + verb

The number grew from X to Y

The actual number ascended drastically

*Drop & Decrease

(noun) decline/fall/drop/decrease/plunge/plummet/

(Verb) decline/fall/drop/go down/decrease/plunge/plummet/sink/experience a decline/take a nosedive

production took a nosedive تولید به شدت افت کرد

the first group experienced a significant reduction in the rate/amount/number of

Accidents **declined** by more than half

*Intensity of rise or fall

Adj. Drastic/sharp/significant/considerable/dramatic /sudden/abrupt

شدید/ناگهانی/یا شیب زیاد

Adj. Gradual/slight/light/slow/mild/gentle

ملایم/نرم/یا شیب کم

The number experienced a significant drop in sales.

The amount of meat consumed went through a sudden increase.

Adv. صفت + ly

The number rose dramatically

The price declined sharply

*Fluctuation:

to go up and down/go through a period of instability/go through an erratic period

experience a period of instability/volatility

be erratic/volatile/unstable

fluctuate wildly

*Stability

It **remained/stayed + adj.**

It **remained** static/the same/constant ثابت ماند

remain stable/constant/stable

to be stable

experienced a period of stability تجربه کرد دوره ای از ثبات را

go through a period of stability

not to fluctuate نوسان نداشتن

*Prediction

Predict/forecast/estimate/project/anticipate

It is **predicted** that پیش بینی میشود که.....

Prediction is that پیش بینی میشود که.....

It is **expected that** انتظار میرود

The **projection** for the first three years **shows** a different picture را ارائه میکند
پیش بینی برای ۳ سال اول تصویر متفاوتی را ارائه میکند

Cinema attendances **are forecast to fall/rise** باید پیش بینی میشود که حضور مردم در سینماها کاهش/افزایش یابد

The number of people on waiting **lists is forecast to rise** steadily

Album sales are set to bottom out in the last 2.5 years

The sales **will** leap in two stages

The number **is going to** plateau.

The rate **is set to** fluctuate.

*Parts constituting the whole (اجزا تشکیل دهنده کل)

Constitute/comprise/make up/account for/represent
Moslems comprise 70% of the population.
Car accidents accounted for a quarter of the deaths in 2000
Crime books make up 5% of the books existing in the library

*Process

Transition: Next, Then, Subsequently, In the next stage, followed by, beforeing
Passive voice: workers carry the logs = logs are carried
Paraphrasing the captions: remove=separate, de-inking=the ink is removed, the pulp goes to the hydro-pulper = the water is added to the pulp
Where/in which: the log is then taken to the debarking cell **where** the bark is removed.

*Maps description/Conversion and change

Active/passive voice

Paraphrasing

Conversions

Constructions

Addition (in addition, moreover, besides, furthermore)

address

A glance at the maps reveals that **numerous/various developments have taken place.**

..... was straightened various developments took place

..... was converted to/into was turned over to Became

..... gave way to was replaced with

..... was constructed/built was connected Was reopened existed

..... was halved A bridge was built across the river

The road which bisected the area + verb جاده ای که منطقه را به دو قسمت تقسیم کرده

*Stating the location: (for maps)

The park to the west of the lake was closed.

The houses on the northern side of the road were demolished.

the manor house beside the hills was converted into a monastery.

* چند برابر شدن (doubling/tripling/.....)

Double/triple(treble)/quadruple

become fivefold/sixfold /sevenfold چند برابر شدن

The number/figure/amount tripled تعداد سه برابر شد.

In the last 50 years, there has been a 33-fold increase in the amount of pesticide used in farming.

The actual number was double the figure of projection.

more than doubled

the price **more than doubled** in the following year.

twice/three times/four times the size/weight/height/volume

*use of pronouns استفاده از ضمائر

That/those/that for/those at the/

One/ones/counterpart

during the corresponding period طی همان دوره

Schools in the north tend to be better equipped, while **those** in the south are relatively poor.

The rate of unemployment in the US is greater than **that** in china.

The consumption of chicken, on the other hand, showed an upward trend, overtaking **that of** lamb in 1980 and **that of** beef in 1989.

The trend in attendance at the Ritz was erratic, but nevertheless upwards **while that** for the Bartlet enjoyed a steady rise **before stabilizing** at around the 120 mark.

Based on the table, European students are more likely to undergo depression than the American **ones**.

The production rate was greater for France **during the corresponding period**.

Boys are more interested in sport magazines than **their female counterparts**.

پسرها بیشتر از همتای مونثشان علاقمند به مجلات ورزشی هستند.

Compare & Contrasts

. By contrast, = . In contrast, = . On the contrary, = . Conversely, ولی برعکس

. However,

while = whereas = whilst

as opposed to = unlike = compared with = in contrast with/to = as against برخلاف/عکس

although, though, even though, **but**

(but) on the other hand, (but) nevertheless, (but) nonetheless, but still

*other important expressions and templates

The former / the latter اولی/دومی

Of the two possibilities, the former/the latter seems more likely.

Where unemployment and crime are high, it can be assumed that the latter is due to the former.

Respectively به ترتیب

The cups and saucers cost £5 and £3, respectively.

before + verbing **followed by + noun** قبل از اینکه /سپس

The price **dipped** slightly **before sinking** to a new low. قیمت افت کرد قبل از اینکه به نقطه مینیم جدیدی برسد

. **Subsequently**,

There was a steep fall in 1994. Subsequently, the trend went through gradual improvement in the next months

just under = just below یک خورده کمتر

just above = just over یک خورده بیشتر

the number of participants **stood at** just under 50,000 (49,983)

the number exceeded expectation

The factors **divide into/fall into/are divided into** three main groups.

Namely یعنی = that is

The first category, **that is fiction**, experienced a significant increase in the last year.

Quote = cite

Museum is **quoted** by 70% of the poll sample as the most attractive place.

Rivalry is **cited** by 50% of the respondents as being the most important factor.

Numbers slipped back تعداد مجددا کاهش یافت

Having PP شروع جمله با فعل Ing دار و حذف فاعل جمله اول و ظهور ان در ابتدای جمله دوم

Having remained stable for a few years, the numbers began to increase considerably.

Having fluctuated for a while, the sub در جمله اول فاعل حذف شده است

Rising fitfully at first, the value will leap in two stages

ارزش که در وهله نخست ثابت خواهند در دو مرحله جهش چشمگیر خواهد داشت

The number increased dramatically in the first 4 years, **reaching** a peak of 12000

The amount of electricity experienced a sharp decline, **hitting** a new low of 200 megawatts

The meat consumption went through a period of fluctuation, **averaging** roughly 200 grams per week

Teachers pay remained the biggest cost, **reaching** 50% of total spending in 1991 and **ending** at 45% in 2001

The cost of insurance saw a rising trend, **growing** from only 2% to 8% by 2001.

There are four main causes of farmland **becoming** degraded in the world today.

Globally, 65% of degradation is caused by too much animal grazing and tree clearance, **constituting** 35% and 30% respectively

Interest (Favor, like, popular, interested in, fond of, keen on)

Most visitors **were interested in** cinemas.

Nightclubs **were popular with** young adults.

Men **were keener on** videogames than their female counterparts.

Art galleries **were favored by** the majority of the 50+ age group.

Those surveyed/questioned/pollled/asked/--- the respondents پاسخ دهندگان

The majority of **the respondents cited** hairdos as the biggest source of irritation in cinemas.

Most of **those surveyed** were either Australian or European.

اکثر آنان که مورد مطالعه قرار گرفته اند یا استرالیایی بودند یا اروپایی

As the age increases با افزایش سن

As can be seen, there is a gradual decrease in study for career reasons with age.

And so were

Museums were quite popular with the second age group and **so were** art galleries.

Experience/undergo/go through

the figure **experienced a period of** erratic behavior.

The amount of meat consumed **went through** a sudden increase.

Sth **went through** a rather volatile period.

Reach a high of = reach a peak به نقطه اوج رسیدن
Hit a low = hit a dip = reach the lowest point می نیمنم

As regards the third group/regarding the second chart/when it comes to/as for the hours spent/
with regard to/concerning/in the case of در رابطه با / راجع به
By 20% /by varying degrees به میزان
The percentage rose by varying degrees درصد به درجات مختلف افزایش یافت

Neither of which/some of which/all of which/ که هیچ کدام/که برخی شان /که همه شان
There are two predictions about cinema attendance neither of which expects a rise.
During which time که در این زمان

The pattern is reversed/we can see the converse
For young Italians is extremely important, but the pattern is reversed for the older generation.

The number gradually petered out(become less or weaker)

By a narrow margin # by a wide margin با اختلاف بسیار

Sth **outstripping** sth else by a **wide margin**
Stocks generally **outperformed** other investments.
Scotland eventually won the match **by the narrow margin of 5-4.**

Exponential growth (هندسی) افزایش ناگهانی incremental = gradual arithmetic progression تصاعد حسابی
incremental pay scales

the chart demonstrates that progress on reforms would be **incremental.** پیشرفت اصلاحات تدریجی خواهد بود.
a process of **incremental** change

You need to make changes in your diet **incrementally.**

Rising/increasing/upward trend # downward/decreasing--declining trend روند افزایشی /کاهشی

The largest the second richest the third most crowded the fourth safest

Mobile telephone sales rocketed in the first three months followed by a steady decline

The trend was upward/downward

The **price collapsed/plunged/plummeted** dramatically but it **regained** its previous level

Prices **soared** to a new peak

The price fell/rose **steeply**

Reach a plateau / low plateau

the figure **experienced a period of** erratic behavior

apart from a period of stability

the price **leaped to a new peak**

over the subsequent years

the museum suffered a steep decline in the number of/amount of

the recovery lasted through to the beginning of

the number climbed to a new peak of 500,000

the number went into a free fall

the price soared to nine times its value

the number was half that of the

See a rise/decline of 2000

Consumption **stayed at the June level**

December saw a steep drop in the number of flights

The number of flights tumbled to 32000.

Attendance was very irregular/erratic

The trend stabilized

Demand has shot up **by 70 %**

Attendances dipped slightly at the end of February

It climbed at an even pace

Sth *went through* a rather volatile period

The total number of car owners fell off

The number **made a steady recovery**

The figures showed a rise followed by a steep drop

The number **fell by a large amount**

Experienced a hefty fall

Hit a peak sales hit a peak hit a high of/low of

Rise fitfully

As can be seen from the maps

The price was fairly steady

Demand for new aircraft production is outstripping supply

The actual number of shoppers was twice as much as the estimated figures تعداد واقعی خریداران دو برابر رقم تخمینی بود

Over the period covered by the graph

The figures reached a high of/low of

The sales rocketed to a new peak of 10 million

There are two diverging forecasts

The first estimate is that the numbers will increase from just below 900 million to 1200 million people

By contrast the second forecast paints a different picture

Show a rise

The number of books borrowed went up threefold

The borrowings fell/rose by 50%

Borrowings exceed this amount by three times میزان قرض کردن کتاب ۳ برابر این مقدار است

Stand at Lendings stand at five percent

Level out Inflation began to level off/out

The price of commodities was drastically reduced over the period

A pretty big rise in the number of was recorded for 1999

The rate of increase slowed over the last 10 years

The rate of inflation dropped (became weaker) slowly

In the subsequent months

The main characteristic of the chart is the constancy of the early period

Incidence of road rage slipped

Sales eased off/up a bit (abridged)

The production rate crept up at an even pace میزان تولید با ریتمی ثابت افزایش تدریجی یافت

The gap between the rich and the poor widened considerably شکاف بین فقیر و غنی بسیار عمیق گردید

A diminution in value/size/number/amount کاهش ارزش /اندازه/تعداد/مقدار

The situation/the value of the dollar deteriorated

The falling death rate ended

The rising cost of living continued

A fall/drop in the percentage of overseas students

the most interesting/significant characteristic in the chart is the variation in temperature
mode of transport وسیله حمل و نقل

Where is concerned/ When it comes to بحث که به میان می آید

The pattern is reversed الگو معکوس میگردد

Steps to writing an essay

1. Topic, Task (Scope)
2. Brainstorm (all the relevant ideas)
3. Lay out (selection & arrangement of ideas)
4. Write (250 words in 40 min)
5. Check (for possible mistakes)

Features of the introduction:

1. Motivator (sth general about topic, interesting which motivates reader)
2. Topic (paraphrase and not repeat verbatim)
3. Point of view (in case of agree-disagree, prefer)
4. Predictability (reader should predict how we are going to continue discussion)

Paragraph Development

1. **Example** (such as, like, for example, for instance, consider, take)
2. **Cause & Effect/reason** (cause, is caused by, lead to, result in, end in, stem from, result from, originate in)(as a result, in consequence, consequently, therefore, thus, hence, so)
(because, since, as long as, inasmuch as, now that)
3. **Compare & Contrast** (er, more, less, as as, like, --- but, *while/whereas/whilst*, *although/though/even though*, *despite/in spite of*, *nevertheless/ nonetheless/ still/ yet/ however*, *instead/rather*, unlike)
4. **Data and statistics** (based on a survey conducted by)
5. **Reinforcement** (in addition/besides/moreover/furthermore/what's more/plus/not only...but also/both..... and
6. **Conditionals** (if, unless, as long as, provided that, providing that)
7. **Equating** (Simile)(similarly/likewise/in the same way/by the same token)
8. **Certainty Reduction** (may/ might/ more likely/ less likely/ more prone to/ possibly/ probably)
9. **Rhetorical questions** (questions the answer to which you know)
10. **Paraphrase** (in other words, to put it simply)
11. **Cohesion & Coherence**
12. **Compound & Complex Sentences**

Conclusion Features

5. **Summarize Main Points**
6. **Take Final Position**
7. **Write Clincher**

1. Verbs not requiring a Preposition:

Face, encounter, emphasize, discuss, explain, use, affect, access, respect, influence, attend,

2. Do not use much too easy words like Good, bad, nice, beautiful

Polite, decent, state- of- the- art, practical, outstanding, exceptional, ethical, admirable, Useful
Inappropriate, improper, inefficient, ineffective-, inadequate, unacceptable, defective, harmful,
damaging, detrimental, exceptional, magnificent, glorious, splendid,

3. Do not use Get and Want

Obtain, acquire, purchase, receive, contract, arrive, happen, persuade, understand,
Wish, desire, would like, intend, plan

4. Do not use Something

Disease, device, feeling, challenge, article of clothing, stationery, beverage, penalty, positive
reinforcement,

10 POINT GRAMMAR CHECKLIST

1. Check for missing or incorrect articles:

"5% of population of the UK is..." *"5% of the population of the UK is..."*

2. Check the 3rd person singular 's' agreement in the present tense: "

she want to go to university..." *" she wants to go to university..."*

3. Check that your verbs are correct (in the active tense and passive voice):

"In 1945 the war end ..." *"In 1945 the war ended..."*

4. Check that your verb forms are correct:

"They have been tried to..." *"They have been trying to. ."*

5. Check all your subject-verb agreements:

" poor countries has suffered." " *poor countries have suffered..."*

6. Check your countable and uncountable nouns:

"Most student do not wish to..." *"Most students do not wish to..."*
but "Most peoples in the world..." *"Most people in the world."*

7. Check that your pronouns refer to (previously mentioned) nouns:

"He wants to go to university..." *"He wants to go to university ."*
(if "a student" is not mentioned before) (if "a student" is previously mentioned) Note that
pronouns can come before the nouns they substitute for, but this is not as common.

8. Check that your prepositions are correct:

"The company was interested at..." *"The company was interested in ..."*

9. Check that your parts of speech are correct:

"... it was a destruction act,,," (noun) " it was a destructive act . " (adj.)

10. Check that your conditional forms are correct: Zero:

If + present tense ..., + present tense + infinitive... always 1st: If+present tense ..., + will
(may, might, could etc.) + infinitive ... maybe 2nd If + past simple tense + would
(may,might,could + infinitive) maybe not continuous 3rd If + past perfect tense ..., + would
have (may have etc.) + past participle ... did not occur

if I see him, I will negotiate the contract.

if I were president, I would reduce unemployment.

if the tyrannical ruler had been more flexible, he wouldn't have been deposed.

Templates for essays

It has been suggested that Most of the However,

In my opinion, is a good idea as it can

Nowadays, unfortunately, do not have many

..... are no longer that popular.

..... will not only be an asset, but also

Generally is considered to be one of the most popular and ancient modes of human expression.

It features in all histories and cultures and indeed has been one of the main ways of

Because of this, many view music as a positive influence for societies.

In every country there are fashions among students