

Style Guide: Linking Words and Phrases

Informal or formal language?

Linking words and phrases can make texts easier to read – both formal and informal texts. You can link ideas together within a sentence, between sentences and between paragraphs, whether you are writing diaries, personal letters and e-mails, letters to the editor, stories, novels, plays, interviews and reviews.

'And' and 'but'

Avoid beginning sentences with coordinating linking words 'and' and 'but'. They do not start sentences, but join them.

Formal writing

Try to vary your use of linking words in formal writing. Some linking words and phrases are more formal than others:

	Formal	Less formal
Addition	furthermore, in addition to, in the same way as, moreover, similarly	also, and, as well as, besides, just as
Opposition	although, however, nevertheless, nonetheless, whereas	but, or, so, on the other hand
Reference	in all cases, in general, in many cases, in most cases, in some cases, regarding, with reference to	since, so
Cause and effect (result)	accordingly, consequently, on the whole, therefore, thus, unfortunately	anyway, at any rate, because, because of
Listing	firstly, finally, in the first place, secondly, lastly, next	after, and, and then, before, first, last, second, soon, then