

Conjunctions, linking words and expressions

Introduction



As I have a lot of work to do before the summer holidays, I don't have time to attend the seminar and neither do my colleagues.

Definition

These words and expressions have different meanings and uses but they can all be used as conjunctions.

Construction

These are usually placed at the beginning of a sentence or in the middle of a sentence to introduce a clause. For example:

In order to increase productivity, we're opening a new plant.
We're opening a new plant **in order to** increase productivity.

Instead of employing more people, we should work longer hours for a few weeks.
We should work longer hours for a few weeks **instead of** employing more people.

Depending on the expression, it can be followed by, for example, a noun or gerund, a bare infinitive or a subject and verb.

Conjunction	Use	Examples
thanks to owing to due to	To mean 'because of'	Thanks to all your hard work, we won the contract. All flights have been cancelled, owing to adverse weather conditions. Due to the delay with the parts, we can't complete the order.

instead of rather than	To talk about alternatives	<p>Can we have the meeting on Thursday instead of Tuesday?</p> <p>Instead of waiting until next month as planned, I think we should do it as soon as possible.</p> <p>I think we should do it as soon as possible rather than wait until next month as planned.</p>
despite in spite of	To mean 'not affected, influenced or prevented by'	<p>I managed to get there on time, despite the traffic.</p> <p>In spite of all the warnings, he went into the dangerous part of the town.</p>
although	To mean 'but' or 'despite'	<p>Although I had some doubts, I decided to apply for the job.</p> <p>I've booked a city centre hotel for the conference; although I'm not sure it's the best place.</p>
even though	To mean 'although' Note that it is a little more emphatic - there is a bigger contrast between two ideas	<p>Even though it was raining, we decided to play tennis.</p> <p>He's been very successful in the job, even though he didn't have much previous experience.</p>
even if	To indicate that a situation or result is the same - no matter what	<p>Even if my boss offers me more money, I'm still going to look for another job - I really don't want to work for her any more.</p> <p>I'll never be able to speak Japanese fluently, even if I live to be 100!</p>

in order to with a view to so that	To mean 'with the aim or purpose of doing something'	In order to clarify the situation, the manager is going to talk to us all tomorrow.
Note that 'with a view to' is quite formal	We're taking on more staff with a view to relieving the pressure on existing employees.	I've asked Bill to come to the meeting so that he can explain the new strategy.
when once as soon as now (that) before/after	As time markers	When you see her, please ask her to call me. I'll help you once I've finished. Can you send her up as soon as she arrives? Now that everyone's here, let's begin. Do we need to finish this before we go home? After we've all had lunch, let's look at this again.
whenever	To mean 'at whatever time - it doesn't matter when' or 'every time'	Call me whenever you want to - I'll be happy to help. Whenever we go to Lyon, we always stay in the same hotel.
in the event of	To mean 'if something happens'	In the event of a fire, use the stairs and not the lift. I have to take over in the event of the manager's absence.
(just) in case	When talking about what we do if something happens	In case you change your mind, here's my phone number. It's sunny now but I'll take an umbrella just in case it rains.
Note that we sometimes add 'just' when we doubt that something will be required		

provided (that) providing	To mean 'if' or 'on condition that'	<p>Provided that you fulfil all the criteria, you'll be shortlisted for the job.</p> <p>We can have the barbecue on Sunday, providing it doesn't rain.</p>
unless	To mean 'if + not'	<p>Unless you hear from me, I'll see you next week as planned. [if you don't hear from me]</p> <p>We can have the barbecue on Sunday, unless it rains. [if it doesn't rain]</p>

Thanks to, owing to, due to

Owing to and **due to** are more formal and less conversational than 'because of'.

Thanks to is used to talk about the reason for a positive result:

I've learned a lot in this job, **thanks to** my colleagues.
I'm better at speaking English now, **thanks to** spending so much time in London.

It is often used with 'it' + 'be':

It's **thanks to** you and your support that I got this job.

Or in a sarcastic way to blame someone or something:

We missed the train **thanks to** your driving!
Thanks to the weather, we had to postpone the barbecue again!

'Once' or 'when'?

Sometimes, **once** is used in the same way as **when**:

I'll help you **once/when** I've finished.
Once/when the contract was signed, we had to employ three more specialists.

But it is not interchangeable with **when** - we only use **once** when there is a suggestion of

as soon as or 'from a certain moment'.

I was happy **when** I was young. 
 I was happy once I was young. 

When

When has some other, more specific uses: <?xml:namespace prefix = "o" ns = "urn:schemas-microsoft-com:office:office" />

Use	Examples
To mean 'just at that moment' - there is a suggestion of suddenness	I was just getting ready to leave the office when the phone rang.
To mean 'considering that'	There's no point writing a letter when it's so much quicker to email.
To mean 'whereas'	I've got to work late tonight to finish this when I had plenty of time to do it last week.

Word order

The conjunctions **and**, **but**, **or**, **because** and **so** are usually placed in the middle of a sentence but can also be used to begin a sentence, especially in informal writing:

It's very quiet in the office at the moment **because** so many people are on holiday.
Because so many people are on holiday, it's very quiet in the office at the moment.

With **and**, **but**, **or** and **so**, there is a sense of a pause before emphasising something:

We need to find new premises. **And** we need to employ two new managers!
 It's a serious problem. **But**, don't worry - I think I have a solution.
 We could invite everyone to the meeting. **Or** maybe we should limit it to team leaders.

It's getting nearer to the deadline. **So**, let's work hard to get it finished.

Examples



The meeting went on for four hours, **thanks to** Julia and all her questions!



Once I'd found somewhere to live in the city, I was able to start looking for a job.



My boss wants me to do all these routine tasks **when I could be doing something much more useful.**

Connectors



The situation is very serious. The client is putting us under pressure to finish sooner than agreed. **Furthermore, the project is already over budget.**

These connectors form a link between ideas in two sentences:

We did extremely well last year. **However, there is still a lot of work to be done.**

They are different from conjunctions which link two parts of one sentence:

We did extremely well last year **but there's still a lot of work to be done.**

They are usually placed at the beginning of a sentence followed by a comma but they can also go in the middle or at the end of the second sentence.

We did extremely well last year. There is, **however**, still a lot of work to be done.
 We did extremely well last year. There is still a lot of work to be done, **however**.

In this way, the connector is like a **non-defining relative clause** - if we remove it, the sentence still has a clear meaning.

For these reasons, the following structures are incorrect:

We did extremely well last year however there is still a lot of work to be done. X
 We did extremely well last year, however there is still a lot of work to be done. X



Uses

In conversation and written texts, they help us understand a sequence of ideas. Here are some common examples.

Note that the expressions which are grouped together are not all synonymous and interchangeable. For exact meanings of these and the following examples, refer to a good dictionary.

Connector	Use	Examples
Therefore	To mean 'so' or 'for that reason'	Both companies are on holiday in August. Therefore , I suggest postponing the meeting until September.
However	To mean 'but' or 'despite this'	We've lost two big clients recently. However , I'm sure that we can replace them.
Nevertheless Nonetheless Even so	To mean 'despite something previously mentioned'	There have been some delays. We intend, nevertheless , to meet the deadline. I know it's difficult to find the right person for this job. Even so , I think we should keep trying.
Furthermore What is more Moreover	To add similar information, maybe something that is more important	Our profits have increased by 15% this year. Moreover , our plans for expanding into Asia are going well.

Conversely On the other hand In contrast	To introduce an opposite idea	Most Americans are uncomfortable with long periods of silence. Conversely, the Japanese like to think before replying.
Consequently	To mean 'as a result'	It is difficult for young people to get a mortgage nowadays. Consequently, they are living at home with their parents for longer.
Meanwhile	To mean 'until a certain time' or 'while something else is happening'	We will have to wait for the results of the initial investigation. Meanwhile, we need to plan the next stage. Charles is developing new contacts in Asia. Meanwhile, the rest of the team is focusing on Eastern Europe.

Here are some more examples:

Equally For example For instance As a result Likewise In the same way	Similarly If not If so Otherwise That is (to say) Alternatively	In this case In particular In other words In addition As a result
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The word 'however' is also an adverb with a completely different meaning - 'by whatever means' or 'it doesn't matter to what degree'.

Note that this word doesn't use the same construction as the conjunction and so it can be found at the beginning or in the middle of a sentence without commas. For example:

However you present your argument, I don't think they'll agree with you.
I want to be the manager of this department however long it takes.
He just can't play the piano however hard he tries.

Formal and informal

Many of these words and expressions are used mostly in writing or in very formal

speaking. There is usually an equivalent word or expression that can be used in conversation. For example:

Our sales figures have increased sharply in the Middle East. **However, we are failing to meet our targets in Europe. [formal]**

We're doing really well in the Middle East at the moment **but we're not meeting our targets in Europe. [conversational]**

Formal	Conversational
therefore	so
furthermore/moreover	as well/also/too
conversely	on the other hand
similarly	in the same way

Examples



Lille is a lovely city with plenty to do. **What's more, it's within easy reach of London by Eurostar.**



These beers are extremely pleasing to the palate. **In other words, they're delicious!**



I love everything about my new office. The colour scheme, **in particular, is great.**



There are lots of things you can do to improve your English. Watching films, **for example, is a good way of increasing your vocabulary.**



I hope I'm better by Monday. If not, I'll miss the presentation.



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Last update: 2023/02/14 14:21

