



Writing Emails Audio Course Season 1

Episode 4: Emailing Functions and Phrases - Linking Words Part 1

Lesson objective

In episode four we look at linking words which are an excellent way to connect ideas when writing an email.

Linking words to contrast ideas

Nevertheless

'*Nevertheless*' tells the reader there's something else coming and also gives the impression that you have considered all of the available facts and have made an informed decision.

For example:

I have read the new proposal and agree with a lot of it, *nevertheless*, I still think we should go for the original proposal.

However

'*However*,' is a formal way of saying 'but'.

For example:

The client won't be making a complaint *however* they do want a full refund.

Despite

'*Despite*' contrasts the first part of a sentence with a second part.

For example:

You always meet your deadlines *despite* the fact you are often late to the office.

Linking words to offer alternatives

Either

Either you talk to him, or I will.

Alternatively

Alternatively, we could pull out of the deal.

Instead

Instead of taking them to court, why don't we talk to them?

Linking words to talk about general ideas

In general, I would like to discuss...

Meetings usually last about an hour.

On the whole...

Linking words to give examples

For example.

For instance.

E.g., i.e. (abbreviation for the term 'for example').

Other examples

On the contrary, although, though, even though, even so, on the other hand, then again.
