



# Writing Emails Audio Course Season 1

## Episode 4: Emailing Functions and Phrases – Linking Words Part 1

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### Lesson objective

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

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### 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.

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## 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?

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## Linking words to talk about general ideas

In general, I would like to discuss...

Meetings usually last about an hour.

On the whole...

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## Linking words to give examples

For example.

For instance.

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

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## Other examples

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

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