



Writing Emails Audio Course Season 1

Episode 5: Emailing Functions and Phrases – Linking Words Part 2

Lesson objective

In lesson five we continue looking at different types of linking words which help you connect ideas in your emails.

Linking words to add more information

Furthermore

'Furthermore' is interchangeable with other linking words such as 'and' or 'in addition'.

For example:

I apologise for the delay in getting back to you, Ms. Brown. I wanted to inform you that we are willing to offer you a full refund, furthermore we want to offer you a 50% gift voucher to apologise again for any inconvenience caused.

In addition

'In addition' adds extra information into a sentence.

For example:

I am writing to request the WordPress documents in addition to my previous request for the screenshots. Thank you in advance.

Also

'Also' is another linking word that adds information.

For example:

I will be at the meeting for 3pm. I will *also* bring the appropriate documents.



Linking words to show a result

As a result

For example:

'As a result of the argument both companies pulled out of the deal.'

Therefore

For example:

Therefore, it's in our best interest to take the deal.

For this reason

For example:

For this reason, I believe I will be a good addition to your team.

Linking words of sequence

Firstly, secondly, thirdly, fourthly, fifthly, etc.

Finally...

Linking words to introduce a new topic

In relation to (the documents you sent over to me.)

Regarding (our previous conversation).

With reference to (our talk yesterday.)

Other examples

And, moreover, what is more, as well.
