



Logical Links

This handout is about the words which are used to link ideas. It was written for use in Basic Academic Writing, to help students write a good CV, which is quite a formal kind of text.

- (1) A list of common logical link words
- (2) Tips on choosing the logical link words most suited to a formal text, e.g. a CV and a term paper („Hausarbeit“)

(1) Common logical link words

When you begin to read the list below you will probably be very surprised, possibly annoyed!

Just keep in mind that some of these very simple looking words are misused by learners, even advanced learners, and others are put in the wrong place in the sentence.

If you need more help with logical links and meaning markers, see “Study Skills for Reading“ by Davies and Whitney, 1984. (fse 420/d19a), pages 15,37,59. (Don't be put off by the age of this book. It is still good.)

- **“in order to“ (purpose)**

(um ... zu)

... to ..

... in order to ...

... so as to ...

... so that ...

... in such a way that ...

• **“so“**

(weil)

as ...

since ...

because ...

(folglich, somit)

... so ...

Hence ...

Thus ...

for this reason ...

consequently ...

(wegen)

because of ...

due to ...

owing to ...

(hatte zur Folge)

as a consequence of ...

as a result of ...

(folglich)

consequently ...

• **“then“ (sequence)**

(zuerst, als erstes)

first ...

firstly ...

initially ...

before ...

(während, im Sinne von

Zeitabfolge, nicht Vergleich)

as ...

while ...

(danach)

after (that) ...

then ...

subsequently ...

following that ...

(zum Schluss)

finally ...

last ...

lastly ...

in conclusion ...

(schliesslich, endlich)

eventually

• **“and“**

(auch)

... and ...

... also ...

... too

(sowohl als auch)

... as well as ...

both and

(ausserdem)

Furthermore, ...

In addition, ...

Moreover, ...

• **“but“**

(aber)

... but ...

(jedoch, trotzdem)

However, ...

Nevertheless, ...

(obwohl)

although ...

(trotz)

despite ...

in spite of ...

(während im Sinne von Vergleich)

while ...

whereas ...

(2) Using logical link words in a CV

Particularly in a curriculum vitae (CV), where your style should not be conversational, and where you have to recount many events from your lives, a flood of simple sentences, linked only by *and*, *but*, *then*, do not make a very favourable impression - whereas they would be absolutely right in an informal conversation.

In other words, you should try to avoid writing the following:

"I had a terrific time in Paris working as a waitress, *then* I went off to Edinburgh *and* worked in a pub there, and really enjoyed the Edinburgh Festival, *and then* I ... *but* I had to come home *then and* ..."

If you came into my office and were able to chat like that I would think your English is wonderful, but it is not suitable for a formal text like a CV.

If we "translate" the above into CV style, we get something like this:

After working as a waitress in Paris, which proved to be a very valuable experience, I decided to move to Edinburgh. There I also worked in a pub and had the opportunity to enjoy the Edinburgh Festival. Following that I ...

Here are some examples of how to link up sentences in formal written English. They express the basic ideas of

- (1) .. so..
- (2) .. then ..
- (3) .. there..
- (4) .. but ..

Although it is difficult to "place" expressions on a scale of formality, the constructions below are very acceptable alternatives to *so* and *but* and *then*. One or two *so*'s and *but*'s and *then*'s are of course OK; but it makes a better impression if you show you have a variety of suitable constructions at your disposal.

(1) REASON

I didn't want to go to university straight after school

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I took various jobs

(Informal English: I didn't want to go to university straight after school so I took various jobs)

- Some slightly more formal CV style alternatives:

As I did not want to go, I took various jobs.

Since I did not want to go ...

Because I did not want to go ...

- Some definitely more formal CV style alternatives:

Not wanting to go to university ... I took various jobs.

I did not want to go to university ... ; consequently I took various jobs.

I did not want to go to university ...; hence I took various jobs.

I did not want to go to university; therefore I took various jobs.

(2) SEQUENCE OF EVENTS

I passed my school leaving examination in 1980

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I went to Wales to work in a youth centre

(Informal English: I passed my school leaving exam and then went to Wales.)

- More formal CV style alternatives:

After passing my school leaving examination in 1980, I went to Wales. Having passed my school leaving examination, I went to Wales. (Participial clauses like this are fairly common in formal writing)

“following that” and “subsequently” are more formal adverbs of time than “then”, “after that”.

(3) PLACE

In 1997 we moved to Berlin

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I went to school in Berlin

(Informal English: In 1997 we moved to Berlin and I went to school there.)

- More formal CV style English:

In 1997 we moved to Berlin, where I went to school.

(4) CONTRAST/CONCESSION

I was keen to start my studies

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I had to go to the Army first

(Informal English: I was keen to start my studies but I had to go to the Army first.)

- More suitable for formal style:

*Although I was keen to start my studies, I had to go to the Army first.
I was keen to start my studies. However, I had to go to the Army first.*

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