Writing Guide: Useful language

essay	Expressing similar ideas	*Furthermore, ...* *In addition, .. .* *Moreover, ...* *Likewise, .. .* *Similarly, ...*
	Expressing opposing ideas	*However, ...* *On the other hand, ...* *Nevertheless, .. .* *Nonetheless, .. .*
	Expressing results	*accordingly ..* *as a consequence ...* *hence…* *thus ...* *for these reasons .. .* *consequently .. .*
	Contrasting two statements	*Instead, ...* *On the contrary, ...* *Rather (than) ...*
	Restating or explaining	*in other words ...* *in particular ...* *that is (to say) ... specifically ...*
	Concluding	*All in all, .. .* *In brief, .. .* *In conclusion, ...* *To summarize, ...*
article	Giving examples Note: Examples in articles can take the form of an anecdote or description of personal experience, and are often included without an introductory expression.	*For example/instance, .. .* *By way of illustration, .. .* *A good/Classic/well-known example/illustration (of this) is ...* *An example of this is the way in which ...* *... illustrates this point/shows this point clearly.* *This can be illustrated by ...* *In the case of ...* *Take ... (as an example)* *such as ...*
letter	Structuring a letter	
	Opening phrases	*I'm writing to express my (concern, etc.) at/about ...* *I'm writing in response to ... .*

		I am writing in reply to ... . *I'm writing with regard/reference to ...*
	Expressing personal opinion	*I would definitely agree that .. .* *It would appear to me that ...* *Having said that,* *As far as ... is concerned ...* *I would (however) take issue with ...*
	Closing phrases	*I look forward to (hearing, receiving, etc.) .. .* *I would therefore be grateful if you could .. .*
review	Comparison and contrast	
	Comparison markers	*Similarly, ...* *In a similar way, ...* *In the same way as ...* *In common with ...* *Like ..* *Equally, ...*
	Contrast markers:	*However, ... Whereas, ...* *Whilst .. .* *While .. .* *On the one hand, ...* *On the other hand, ...*
	Instead of ...	*Unlike ...* *By (way of) contrast, ...*
report	Expressions for referring back and signalling intent	
	Referring back	*As mentioned previously, ...* *As stated earlier, ...* *See above for ...* *As has already been discussed, .. .* *With reference to ...*
	Signalling intent	*The purpose of this report is to ...* *This report sets out to ...* *The report will comment on ...* *Below is an explanation of .. .* *The focus of this report is ...*