

Linking words 1

A Linking words

We use some linking words to join parts of sentences. They give a structure to the sentence. Examples include *and*, *but*, *because*, *so*. Units 41 and 42 deal with this kind of linking word.

We use other linking words and phrases to make a link across sentences and paragraphs. They give a structure to our whole argument. Examples include *Firstly*, *In general*, *Actually*, *In other words*. Units 43 and 44 deal with this kind of linking word or phrase.

ⓑ Addition: *and*, *both*, *too*, *also*, etc

We use *and* to join words or parts of sentences. To emphasise the fact that there are two things we can use *both ... and ...*.

*I need to call Andy **and** find out when he's free to have a meeting.
I need to call **both** Andy **and** Helen.*

- ⓐ We use *too*, *as well*, *as well as* and *also* to add another fact or say that something happens at the same time. Note the positions.

*I need to call Andy, Kate **and** Helen **too/as well**.
I need to call Andy **and** Kate **as well as** Helen.
I need to call Andy, Kate **and also** Helen.*

ⓒ Contrast: *but*, *yet* and *although*

- ⓐ We use *but* and *although* to make a contrast. *Although* is typical of more careful or formal speech or writing.

*In theory it seems like a good idea, **but** I don't think it'll work in practice.
In theory it seems like a good idea, **although** I don't think it will work in practice.*

- ⓑ The clause with *although* can come at the beginning.

***Although** it seems like a good idea, I don't think it will work in practice.*

***Although** the ministry insisted the reforms would still go ahead, it is unclear what shape they will take. (FT.com website)*

- ⓒ We can emphasise *but* and *although* with *still* and *anyway*.

*I wasn't feeling very well, **but I-still** went to work.
I wasn't feeling very well, **but** I went to work **anyway**.
I **still** went to work, **although** I wasn't feeling very well.
Although I wasn't feeling very well, I went to work **anyway**.*

- ⓓ We can use *yet* in place of 'but' in writing.

ⓔ Contrast: *though* and *even though*

- ⓐ We can use *though* in informal speech and writing like *although*.

***Though** it seems like a good idea, I don't think it'll work in practice.*

***Though** he owned a 40 percent stake, his partners outvoted him and unseated him from the board. (Asia. Inc. website)*

With *though* we often use two separate sentences and put *though* at the end.

*It seems like a good idea. I don't think it'll work in practice, **though**.*

- ⓑ We can use *even though* like *although* to give a stronger contrast.

***Even though** I wasn't feeling very well, I **still** went to work.*

E Contrast: *whereas*

- ⓐ We can use *whereas* in formal speech and writing to compare two facts and emphasise the difference between them. The clause with *whereas* can come at the beginning or end.
*Indonesia has a lot of natural resources, **whereas** Singapore has none.
Whereas Indonesia has a lot of natural resources, Singapore has none.*

F *Although* or *whereas*?

- ⓐ *Although* in a sentence suggests surprise. But the clause with *although* does not always contain the surprising information – usually it is the clause that comes second that seems surprising.
*We had a reasonable year in Asia, **although** sales fell a little in Japan.
Although sales fell a little in Japan, **we had a reasonable year in the rest of Asia**.*

Whereas simply compares two facts. It makes a strong contrast, but there is less suggestion of surprise.

*We had a reasonable year in Asia, **whereas** sales in Europe were quite disappointing.*

- ⓑ We can use *while* like *although* or *whereas*.

***While** there are still some issues to resolve, I think we should go ahead. (like 'although')
Inflation rose by 3% last year, **while** house prices went up 6%. (like 'whereas')*

***While** some freelance workers will jump from job to job, companies like IBM and Sun Microsystems Inc. want to have a core of careerists to provide continuity. (BusinessWeek Online website)*

ⓖ Contrast: *despite* / *in spite of*

- ⓐ *Despite* and *in spite of* are like *although*, but they are followed by a noun or noun phrase.
***Although** I was ill, I went to work. = **In spite of my illness**, I went to work.*

***Although** sales increased, profits fell. = **Despite the increase in sales**, profits fell.*

***Despite** last year's Internet business slowdown, corporations today must still recognize the strategic value of adopting e-business processes and technologies. (e-business advisor website)*

Remember that a gerund (verb with *-ing*) can act as a noun.

***In spite of/Despite** feeling ill, I went to work. (NOT ~~Despite~~ I felt ill, I went to work.)*



"And as your department representative, let me just say that I am both proud and honoured to be taking credit for your accomplishments."

41 Practice

Exercise 1 C D E F G

Underline the correct words.

- Although/But I like this company, I probably won't work here long.
- In spite of/Although their shares are rising, their future is still uncertain.
- Kate gave a good presentation, although/despite having very little time to prepare.
- This year our earnings are close to \$8m, while/still last year they were just \$6m.
- Whereas/In spite of these candidates all have an MBA, these other ones don't.
- I read the book you suggested. I didn't enjoy it, although/though.
- I didn't have much time, but/whereas I managed to visit the whole site.
- Nowadays we have very few strikes, but/whereas ten years ago we had a lot.
- We weren't sure whether to go ahead with the launch, but we did it still/anyway.
- Although/In spite of the delay, we still arrived on time.
- I didn't manage to close the deal, although/whereas I really tried.
- Although/Whereas their share price is falling at the moment, the company is still a good long-term investment.

Exercise 2 B

Rewrite each sentence in two ways so it has a similar meaning to the first sentence each time. Use the word/s in brackets.

- Paula visited both the Madrid office and the Barcelona office.
a) (too) Paula visited the Madrid office and the Barcelona office, too.
b) (as well as)
- We can handle the transport arrangements and the insurance.
a) (also)
- I want the sales figures for October and November.
a) (as well)
- We're setting up offices in Peru and Ecuador.
a) (also)

Exercise 3 C D E F G

Complete the sentences with one of these words or phrases: *although, anyway, but, in spite of, still, though, whereas*. Use each word or phrase once only.

- Carol didn't recognise Mark Lerner, although she had met him before.
- I don't like karaoke bars, I went with my Japanese clients anyway.
- I offered my best price, but they didn't seem interested.
- I think we'll have to change our suppliers. It's a pity,
- the early problems, the project has been a great success.
- Spain is a mature market, in Portugal there is still room for growth.
- We haven't got all the facts, but it's worth discussing it

Exercise 4

Rewrite each pair of sentences using the words given. There are two ways each time.

- It was raining. We got here on time.
a) Although it was raining, we got here on time.
b) Despite the rain, we got here on time.
- I had a headache. I still went to the meeting.
a) In spite of
b), but
- Some analysts think that stocks will fall in value. Others disagree.
a), whereas
- There were difficulties in the negotiations. We won the contract.
a) Despite
- Oil prices rose slightly last year. This year they have gone down.
a) Whereas, although
- I've written twice. I still haven't received a reply.
a), yet
- He didn't use any notes. He gave an excellent presentation.
a) Although

Exercise 5

Complete the article about Formula One with a suitable word from the list below.

both (x1) as well (x1) as well as (x1) also (x1) yet (x1) although (x4) whereas (x1) despite (x2)

Formula One, Ferrari

Fiat

The growth of Formula One over the last ten years has been extraordinary. With 400 million people watching each race it is perhaps the world's number one sport, (1) although football (2) makes this claim. Formula One is the ideal marketing tool for companies, as shown by the fact that sponsors for Jaguar, like Ford, PAG and HSBC are very happy - (3) the fact that Jaguar is not actually very successful on the track.

Most years the sport is dominated by two teams, Ferrari and McLaren-Mercedes, (4) other teams like BAR Honda, BMW Williams and Benetton

Renault are important (5) (6) Ferrari and McLaren-Mercedes have huge sponsorship deals. Ferrari's sponsors include Marlboro, Fiat and Shell, (7) McLaren-Mercedes have Mercedes, Mobil and Computer Associates. These two top teams each have a budget of over \$300 million, and money comes in from direct sponsorship and trade support (8) merchandising, TV rights and prize money.

Ferrari have an unusual problem. Their brand name is very famous and the team

is very successful, (9) they only sell around 6,000 cars a year. The problem is that they are not directly associated with a mass volume car producer, (10) all the other teams are. In reality Ferrari is controlled by Fiat, but (11) being the main owner Fiat gets little publicity when Ferrari wins. Many years ago Gianni Agnelli, the Fiat boss, wanted to rename the cars Fiat Ferrari. (12) he tried, he failed. A man called Enzo Ferrari, a legend in Italy, stood in his way. He died in 1989 and Agnelli respects his wishes, but things may change in the future.

Linking words 2

A Reason: *because, as, since*

We use *because, as* and *since* when we want to explain the reason for something. *As* and *since* are more common in formal speech and writing.

*I'm calling to complain **because** the goods are damaged.*

*I am returning the goods **as/since** they were damaged on arrival.*

As and *since* can come at the beginning of the sentence. Normally we do not begin sentences with *because*, but this is possible in informal speech.

***As/since** the goods were damaged on arrival, I am returning them.*

***Because** you're a first-time customer, I need to see your bank references.*

B Result: *so*

We use *so* to express a result. Note the relation between *because* and *so*:

*I'm calling to complain **because** the goods are damaged. (reason)*

*The goods are damaged, **so** I'm calling to complain. (result)*

C Purpose: *to and for*

We use the *to* infinitive to express purpose, to say why we do things.

*He went to the airport **to meet** Mr Li. (NOT ~~for to meet~~)*

*I'm calling **to talk** about the sales conference next week.*

*Mr Zhu said the Government would work **to** improve China's unemployment insurance system and **to** speed up reform of the labour market. (Australian Financial Review website)*

We can use *in order to* or *so as to* in place of *to*. They are more formal.

*The CEO called a press conference **in order to** explain the merger.*

We can use the negative *in order not to* or *so as not to*. We cannot use *not to* on its own.

*I'll call a taxi **so as not to** miss my flight. (NOT ~~I'll call a taxi not to miss my flight.~~)*

We can use *for* followed by a noun to say why we do something.

*He went to the airport **for a meeting** with Mr Li. (= to have a meeting)*

*Shall we go out **for some lunch**? (= to have some lunch)*

D Purpose: *so that*

We can use *so (that)* to express purpose. After *so (that)* we use subject + verb.

*I guess the question is how do you develop your company **so that** it can evolve in response to changing customer expectations. (e-business advisor website)*

For a present purpose we use the present simple, *will* or *can*.

*I'll send it by courier **so (that) it gets/it'll get** to you on time.*

*I'm calling you **so (that) I can check** your last order.*

For a past purpose we use the past simple, *would* or *could*.

*I sent it by courier yesterday **so (that) it got/it'd get** to you on time.*

*I left work early **so (that) I could go** the doctor's.*

14 If the subject of the first part of the sentence and the subject of the purpose clause are different, we can't use *to*. We have to use *so (that)*.

*I'm calling **to** talk about the sales conference. (same subject)*

*I'm calling **so (that) we** can talk about the sales conference. (different subject)*

***She** called a press conference **to** explain the merger. (same subject)*

***She** called a conference **so (that) journalists** could ask questions. (different subject)*

E Manner: *as, as if and like*

15 We can use *as* or *like* before a clause (subject + verb) to mean 'in the way that'. In this case there is no difference in meaning, but *as* is more formal.

*He runs the company **as/like** his father used to.*

*We'll have four people working on the stand, **as/like** we did last year.*

*As Central Europe looks for growth, it could learn a lot from countries like Ireland, Portugal, Spain and Greece. All of them started off their EU careers far poorer than the EU average, just **as** Central Europe will do. (Business Central Europe website)*

16 We can use *as if* or *like* before a clause to say how someone or something feels, looks, sounds or behaves.

*I have a bit of a temperature. I feel **as if/like** I should go home.*

*It looks **as if/like** we're going to recover our costs by the end of the year.*

*For two decades, Friedel Neuber ran the giant German savings bank WestLB **as if** it were an arm of the government. (Business Week website)*

17 We can use *as* and *like* before a noun or noun phrase. In this case *as* means 'something is something', and *like* means 'something is similar to something'.

*She works **as** a financial controller. (she is one)*

*She thinks **like** a financial controller. (she thinks in a similar way to one)*

*We're using the Estonian market **as** a test. (it is a test)*

*The Estonian market is **like** a test for Finnish market. (it is not a test, but it is similar to one)*



Spavott:

"No, Hoskins, you're not going to do it just because I'm telling you to do it. You're going to do it because you believe in it."

42 Practice

Exercise 1 A B

Complete the second sentence so it has a similar meaning to the first sentence and contains the word in brackets.

- It was inconvenient for everyone, so the meeting was postponed. (so)
As the meeting was inconvenient for everyone, it was postponed.
- I sent Karen a copy of the minutes because she missed the meeting. (so)
Karen missed the meeting,
- I had a lot of paperwork to do, so I finished work late. (because)
I finished work late
- I'll call you back. I have to go now because I have a meeting. (so)
I'll call you back. I have a meeting,
- He doesn't know, so I'll ask someone else. (since)
Since

Exercise 2 C D

Underline the correct word.

- We're not in this business just to make/for to make short-term profit.
- I'll explain in more detail so/that our objectives are clear.
- I wrote the date in my diary so that/to I wouldn't forget the meeting this morning.
- He resigned in order to/for spend more time with his family.
- Jack came to me in order to/for advice.
- We'll agree to your offer so that we can/could close the deal.
- We agreed to their offer so that we can/could close the deal.
- She rechecked the figures so that the auditors won't/wouldn't find any errors when they came.
- I'll recheck the figures so that the auditors won't/wouldn't find any errors when they come.
- Many visitors come here to see/for to see our automated production line.

Exercise 3 C D

Match the beginnings of each sentence 1–16 with an ending a) or b).

1 I went to Barcelona to	<input checked="" type="checkbox"/> b	a) the Trade Fair.
2 I went to Barcelona for	<input checked="" type="checkbox"/> a	b) attend the Trade Fair.
3 I'm here for	<input type="checkbox"/>	a) a meeting with Manuel Lopez.
4 I'm here to	<input type="checkbox"/>	b) meet Manuel Lopez.
5 I think it's time to	<input type="checkbox"/>	a) a short coffee break.
6 I think it's time for	<input type="checkbox"/>	b) have a short coffee break.
7 It's worth shopping around for	<input type="checkbox"/>	a) a better price.
8 It's worth shopping around to	<input type="checkbox"/>	b) get a better price.
9 I left work early so that I	<input type="checkbox"/>	a) can go the dentist.
10 I'll have to leave work early so that I	<input type="checkbox"/>	b) could go to the dentist.
11 I kept his business card so that I	<input type="checkbox"/>	a) would remember his name.
12 I'll keep his business cards so that I	<input type="checkbox"/>	b) 'll remember his name.
13 I'll deal with it personally so that there	<input type="checkbox"/>	a) aren't any problems.
14 I dealt with it personally so that there	<input type="checkbox"/>	b) weren't any problems.

Exercise 4 C D

Are these sentences in English possible or impossible. Write P or I.

- I'll speak louder so that everyone can hear. P
- I'll speak louder in order to everyone can hear.
- Sorry, I'll explain my proposal again to avoid any confusion.
- Sorry, I'll explain my proposal again so avoid any confusion.
- Sorry, I'll explain my proposal again so we avoid any confusion.
- We mail our clients regularly not to lose contact with them.
- We mail our clients regularly so as not to lose contact with them.
- I'll take an umbrella so I won't get wet.
- I'll take an umbrella so I wouldn't get wet.
- I'll take an umbrella so I don't get wet.

Exercise 5 E

Complete the sentences with *as* or *like*, or put *as/like* if both are possible.

- While I was at university I sometimes worked as a waiter.
- The negotiations are going very slowly, I expected.
- Anna's so funny! She's a comedian.
- We'll send the order in two consignments, we agreed in the meeting.
- This crisis is not the last one. It's worse!
- I'm lucky. I have a small room at home that I use my study.
- You look just your brother.
- In a situation like this, you should do exactly it says in the book.

Exercise 6 A B C D E

47 Underline the correct word/s in this dialogue.

- JACK: Oh, hi, Pamela. Could you give me some advice?
- PAMELA: Yeah, sure.
- JACK: It's about my laptop. I use it a lot when I'm out of the office, (1) so/like I wanted to talk to you about saving my files ... I, er, don't want to lose everything if there's a problem.
- PAMELA: Hmm. Do you back-up your files (2) for/to make sure your work is safe?
- JACK: Oh yes. I have a small storage device that plugs into the USB port – it's (3) as/like a portable hard disk. And so if anyone stole my laptop it wouldn't be such a disaster (4) because/for I would still have all my files.
- PAMELA: Well, that's OK then.
- JACK: The problem is I often keep this device in the same place as my laptop (5) for/so that it's easy for me to find. And that's what worries me.
- PAMELA: Oh?
- JACK: Well, yes. It's easy for me to find, (6) so/so that it's easy for the thief too.
- PAMELA: Ah, hah. It sounds (7) as/as if you're getting a little bit paranoid, Jack.
- JACK: So, is there some kind of solution (8) for/to people (9) as/like me ... who are worried?
- PAMELA: Do you use your laptop (10) to/for access the Internet?
- JACK: Of course.
- PAMELA: Well, (11) not to worry/so as not to worry about losing your files how about using on-line storage?
- JACK: Um, what's that?
- PAMELA: It works (12) as/as if a hard disk, (13) as/like your portable device, but it's an Internet site.
- JACK: Oh.
- PAMELA: You can upload files to the site whenever you want (14) so that/like they are there to download on another occasion. It could be with another computer. I use it all the time (15) so that/to keep copies of my most important files.
- JACK: Ah, I see. That sounds (16) as/like a really good idea. Well, thanks a lot. I'll do that.