

SECTION 4

QUICK REFERENCE

- A. Connections between Ideas
- B. Words Often Confused
- C. Active and Passive Voice
- D. Verb Tenses
- E. Irregular Verb Forms
- F. Gerunds and Infinitives
- G. Phrasal Verbs

A. Connections between Ideas

It is important to have clear, logical connections between ideas within sentences, paragraphs, and sections of a text. As you are writing, ask yourself what exact relationship there is between ideas and choose the best connections to express that relationship. Many possible expressions—transitions, conjunctions, prepositions, and other forms—make logical connections. Some examples are given in the list and chart.

Examples of Appropriate Expressions for Connecting Ideas

Time

As you perform this diagnostic, **at the same time** it is important to . . .

Whenever you perform this procedure . . .

Space

Where these results will have the most impact is . . .

In the Wisconsin factory . . .

Adjacent to the building there is . . .

Means

We performed the experiment **using** a commonly accepted form.

We achieved the best results **by** double-checking all of the procedures and **by** immediately recording the . . .

We performed the experiment **with** a beaker and a . . .

Through intelligent distribution of resources, we were able to . . .

Comparison/Contrast

Whether she chooses to take the written test **or** decides that the oral one is . . .

Lanville has become a very clean city. Preston, **on the other hand**, still has . . .

Concession

Although these plants do not grow well in rainy areas,
it is **still** possible to . . .

Despite the climatic conditions, these plants . . .

Cause/Reason

Because of the hurricanes, gas prices are . . .

As a consequence of the increasing prices, we . . .

Condition

If this study were to be expanded upon, some areas to work on would be . . .

Unless we act on this information immediately, many people. . . .

We need to act on this information immediately;
otherwise, many citizens will . . .

Elaboration/Analysis

As we can see, there are **many issues to consider** when building. . . . **With respect to** materials, . . .

More specifically, we must consider the **particular issue** of the economic effects that . . .

Referring to a Specific Point in the Text

The **following section** describes some outcomes of . . .

As mentioned earlier, we can increase taxes or . . .

As mentioned above, there are good reasons to . . .

Taking this into consideration, we can assume that . . .

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Connections Chart				
Type of Logical Connection	Connecting Word/Phrase	Coordinating Conjunction (connects independent clauses)	Subordinating Conjunction (begins dependent clause)	Verb, Preposition, Adverb . . . and Other Forms
Adding an Idea	also furthermore in addition moreover another point is that . . .	and		additionally not only . . . but also both . . . and
Describing Process/ Chronological Order	first then next last after that at the same time before while after		after as as soon as before since until when while	subsequently
Describing Means Used				by with in such a way that through using
Comparison	also similarly in the same way similar to compared to			is/are similar in that . . . is/are alike
Contrast/ Concession	however in contrast to/with on the other hand alternatively in comparison to/with when comparing X to/with Y	but yet	although even though though whereas while	differ with respect to is/are different differ from each other despite in spite of

Type of Logical Connection	Connecting Word/Phrase	Coordinating Conjunction (connects independent clauses)	Subordinating Conjunction (begins dependent clause)	Verb, Preposition, Adverb . . . and Other Forms
Cause or Reason	the reason for this was taking this into consideration	for	because since as	due to the consequence/ result of because of
Condition			if unless	
Effect/ Result	as a result consequently one effect of this is as the above facts show therefore	so		bring about lead to produce generate create contribute to is/are responsible for result in
Elaboration or Restatement	that is for example looking at this information, we can see that as for x with respect to with regard to indeed in fact more specifically more precisely		who whom that which	

Type of Logical Connection	Connecting Word/Phrase	Coordinating Conjunction (connects independent clauses)	Subordinating Conjunction (begins dependent clause)	Verb, Preposition, Adverb ... and Other Forms
Conclusion	therefore thus hence as you can see briefly in brief in short above all taking all this into account taking the above into consideration, we conclude that results show/ indicate/imply given this information			
Example	for instance for example to illustrate			
Alternative		or		either . . . or neither . . . nor another way is an alternative is alternatively
Emphasis				actually indeed in fact

B. Words Often Confused

Correct word choice is essential in writing, so take special care with words that are often confused. The words and phrases in this list may be confused because their spellings or pronunciations are similar or because of their meanings. Short definitions or explanations are provided. Consult your dictionary for more information about these words and the differences between them. Remember: your word processor's spelling and grammar check function will probably not find errors you make with these words. Do not forget to proofread!

aggravate = to make a situation or condition worse than it already is

annoy/irritate = to make a person upset or angry

all ready = fully ready; entirely prepared

already = by this time; previously

all right = completely fine; without problem

alright = satisfactory; acceptable

all together = all at once; simultaneously

altogether = on the whole; completely

any more = additional

anymore = any longer; at the present time

any one = any single item of a group of items

anyone = any person

between = in the space or time that separates two things or people or from one to another

among = amid; surrounded by; in the space that separates more than two things or people

borrow = to take temporarily with the intention of returning (verb)

lend = to give temporarily with the intention of getting it back (verb)

loan = something given temporarily that is to be returned (noun) (*Loan* is also a verb.)

bored = feeling uninterested

boring = causing (someone) to feel uninterested

bring = to come (here) with

take = to go (away) with

cloth = fabric; material

clothes = clothing; garments; outfits

compose = to constitute; to make up

comprise = to include; to be made up of

criterion = standard; measure; condition (singular noun)

criteria = standards; measures; conditions (plural noun)

Also note these singular/plural pairs:

phenomenon/phenomena, datum/data, medium/media

custom = a tradition or practice that is common to a culture or group of people

habit = a frequent behavior or practice of an individual, often done unconsciously or without thought

e.g. = for example

i.e. = in other words

eager = having strong desire to do something; enthusiastic

anxious = nervous; worried; concerned

effect = a result or outcome (noun) or to bring about; to make happen (verb)

affect = to influence; to have an effect on or to imitate; to pretend (verb)

everyone = every single item; each one

everyone = everybody; all people

excuse = a justification for wrongdoing or absence

reason = an explanation; a rationale

famous = well-known; prominent; celebrated

notable = remarkable; distinguished; outstanding

notorious = famous, but in an unfavorable or negative way; infamous

farther = a greater distance

further = an additional extent or degree

former = the first thing previously mentioned in a set of two items

latter = the second thing previously mentioned in a set of two items

fun = describes something that is enjoyable or entertaining (like a party)

funny = describes something or someone that makes one laugh (like a joke)

guilty = having done wrong; feeling of having done wrong

ashamed = painful feeling of having done something against good or honorable behavior.

embarrassed = feeling self-conscious or distressed

immigrate = to enter a new country that is not one's native country in order to live there

emigrate = to leave one's native country in order to live in a new place

migrate = to move from one country or place to another

imply = to indirectly indicate

infer = to conclude from existing evidence

interested = feeling of being curious or having one's attention drawn to something

interesting = causing (someone) to feel curious or attend to something

last = the previous; the preceding

latest = the most recent; the newest

listen = pay attention to; try to hear

hear = perceive with the ears (not intentionally)

look = to direct attention with the eyes

see = to perceive with the eyes; not intentionally

watch = look at something in action for a period of time (like a movie or a play)

make = to create; to manufacture (usually used for producing things)

do = to perform; to accomplish (usually used for actions)

on the contrary = in contrast; in opposition to what has been stated

on the other hand = conversely; alternatively

place = an area or part of an area

space = an empty area

room = enough space for a particular purpose

remember = to recall; to keep in mind

remind = to make someone remember

say = to speak; to utter

tell = to inform; to notify

sensible = reasonable; rational; level-headed

sensitive = easily upset or hurt; vulnerable

shade = shelter from the sun; darkness created by objects (like trees and buildings) that block sunlight

shadow = darkness in the image of an object (like a person) that blocks light

site = location; position

sight = the ability to see; something that is seen

cite = to use as an example or an authority

skill = an ability that has been gained through prolonged study and/or practice (such as learning a language or being an athlete)

talent = a natural ability (such as musical or artistic ability)

too = excessively; exceedingly; overly OR also; in addition

very = to

very = extremely; especially

enough = the amount or quantity that is needed or appropriate

uninterested = not interested; not concerned

disinterested = neutral; not biased; impartial

used to = something done regularly in the past that is no longer done now

get used to = to grow accustomed to; to become comfortable with

be used to = to be accustomed to; to be familiar with