

When to Use Transition Words (& other reminders)

Introductory Sentence

GET ATTENTION, but don't use these:

I'm going to tell you about...

This report is on...

ADD INFORMATION

BY USING TRANSITION WORDS:

again

additionally

another

in addition

and

besides

for example

for instance

moreover

next

finally

as well

along with

also

EMPHASIZE

A POINT BY USING TRANSITION WORDS:

again

to repeat

for this reason

in fact

truly

to emphasize

CLARIFY

BY USING TRANSITION WORDS:

in other words

for instance

that is

Conclusion Sentence

Avoid this:

That's the end of my report...

Instead:

SUMMARIZE

USING TRANSITION WORDS:

as a result

finally

therefore

in conclusion

in summary

lastly

in short

to sum up

all in all