

The Pivotal Words

No words are as helpful while reading as the prepositions and conjunctions that guide your mind along the pathways of the author's ideas. A word like **furthermore** says, "Keep going!" **However** says, "Easy!" Master these words and phrases and you will almost immediately become a better reader, for they will whisper directions in your inner ear.

Additive words

These say, "Here's more of the same coming up. It's just as important as what we have already said."

also	further	moreover
and	furthermore	too
besides	in addition	

Equivalent words

They say, "It does what I have just said, but it does this too."

as well as	at the same time	similarly
equally important	likewise	

Amplification words

The author is saying, "I want to be sure that you understand my idea; so here's a specific instance."

for example(e.g.)	specifically	as
for instance	such as	like

Alternative words

These point out, "Sometimes there is a choice; other times there isn't."

either/or	other than
neither/nor	otherwise

Repetitive words

They say, "I said it once, but I'm going to say it again in case you missed it the first time."

again	in other words
to repeat	that is(i.e.)

Contrast and change words

"So far I've given you only one side of the story; now let's take a look at the other side."

but	on the contrary	still
conversely	on the other hand	though
despite	instead of	yet
however	rather than	regardless
nevertheless	even though	whereas
in spite of	notwithstanding	

Cause and effect words

"All this has happened; now I'll tell you why."

accordingly	since	then
because	so	thus
consequently	hence	therefore
for this reason		

Qualifying words

These say, "Here is what we can expect. These are the conditions we are working under."

if	although	unless
providing	whenever	

Concession words

They say, "Okay! We agree on this much."

accepting the data	granted that	of course
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Emphasizing words

They say, "Wake up and take notice!"

above all	more important	indeed
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Order words

The author is saying, "You keep your mind on reading: I'll keep the numbers straight."

finally	second	then
first	next	last

Time words

"Let's keep the record straight on who said what and especially when."

afterwards	meanwhile	now
before	subsequently	presently
formerly	ultimately	previously
later		

Summarizing words

These say, "We've said many things so far. Let's stop here and pull them together."

for these reasons	in brief
in conclusion	to sum up

