

COMPLETE TRANSITION WORDS GUIDE

1. ADDITION

Use when: Adding similar ideas or supporting points

Also, Additionally, Furthermore, Moreover, Besides, In addition, As well as, Not only...but also, Similarly, Likewise, Equally important

Example: "Exercise improves health. *Moreover*, it reduces stress."

2. CONTRAST

Use when: Showing differences or opposing ideas

However, Nevertheless, On the other hand, In contrast, Although, Despite, Yet, Still, Conversely, Whereas, While, Instead

Example: "Cats are independent. *However*, dogs need constant attention."

3. CAUSE & EFFECT

Use when: Showing reasons or results

Therefore, Thus, Consequently, As a result, Because, Since, Hence, Due to, For this reason, Accordingly, So

Example: "Sales dropped 30%. *Consequently*, the company laid off workers."

4. EXAMPLES

Use when: Providing specific instances

For example, For instance, Such as, Including, Specifically, To illustrate, Namely, In particular

Example: "Many cities face pollution. *For instance*, Delhi has severe air quality issues."

5. TIME & SEQUENCE

Use when: Showing order or timing

First, Second, Next, Then, Finally, Meanwhile, Subsequently, Previously, After, Before, During, Eventually, Immediately

Example: "*First*, preheat the oven. *Then*, mix the ingredients."

6. EMPHASIS

Use when: Highlighting important points

Indeed, In fact, Certainly, Obviously, Undoubtedly, Clearly, Particularly, Especially, Above all, Most importantly

Example: “The plan has flaws. *In fact*, it may fail completely.”

7. COMPARISON

Use when: Showing similarities

Similarly, Likewise, In the same way, Just as, Compared to, Equally, Correspondingly

Example: “Cats groom themselves. *Similarly*, dogs clean their paws.”

8. CONCLUSION

Use when: Ending or summarizing

In conclusion, To conclude, Therefore, Thus, Finally, Overall, In summary, To sum up, Ultimately, All in all

Example: “*In conclusion*, remote work offers flexibility and cost savings.”

9. CLARIFICATION

Use when: Explaining or restating ideas

In other words, That is, To clarify, Specifically, Namely, Simply put, To put it differently

Example: “Revenue decreased 40%. *In other words*, the business is failing.”

10. CONCESSION

Use when: Acknowledging opposing views

Admittedly, Granted, Of course, Although, While it is true, Despite, Certainly

Example: “*Admittedly*, the plan is expensive. However, it will save money long-term.”

USAGE TIPS

☐ **Place correctly:** Most transitions go at the start of sentences ☐ **Use punctuation:** Follow with a comma for clarity ☐ **Don't overuse:** 1-2 per paragraph is enough ☐ **Vary your choices:** Don't repeat the same transition ☐ **Match the relationship:** Choose transitions that fit your meaning

COMMON MISTAKES TO AVOID

☐ **Too many transitions:** “However, additionally, moreover...” (cluttered) ☐ **Balanced**

use: “The study shows benefits. However, costs remain high.”

☐ **Wrong relationship:** “I studied hard. However, I passed.” (illogical) ☐ **Correct relationship:** “I studied hard. Therefore, I passed.”

☐ **Missing punctuation:** “However the results were unclear.” ☐ **Proper punctuation:** “However, the results were unclear.”