

30 Linking words and relative clauses

A First, read the information about linking words and phrases.

Examples of linking words are: *and, but, because, so, However, Therefore, In general*, etc. These words and phrases join one idea to another. They help the reader to understand the structure of an argument. When linking words come at the beginning of a sentence they are usually followed by a comma.

Now read through the email and underline 14 linking words/phrases. The first one has been done for you. Do not include *and, but, or* and *so*.

Subject: Arrangements for sales conference

Abdullah – many thanks for sending the details of the 165 participants coming to our sales conference in November. Here is my report on the arrangements that will be necessary.

1 Accommodation

In previous years we have used the Transocean Hotel. In general, we have always had good feedback from delegates about the Transocean. However, its location is not ideal for the conference centre, and in addition they have increased their prices recently. As a result, I am going to get an alternative quote from the Beach View this year.

2 Conference Centre

In relation to numbers, the hall seats 200 people, so there shouldn't be any problems. Nevertheless, if we get a lot of late bookings we may need a bigger hall. I will monitor the situation closely. Obviously, if people book after the deadline we may have to write back to them and say we are full.

On another point, we need to make sure that the amplification system is working properly, as last year several delegates complained that the sound was too low at the back of the hall.

3 Speakers

All four outside speakers are confirmed. In particular, the well-known author Sandra Brett has agreed to give a talk on 'Social media marketing: where next?', and I'm sure it will be very well received.

4 Food and drink

Last year this was a problem. Firstly, we had a lot of complaints about the food. Secondly, there was some confusion among participants about whether they should stay in the conference centre for lunch or go outside. In fact, if people do want to go outside and get some fresh air it is not a problem. So this year I am going to contact some new catering companies that we haven't used before, and I'll ask them to provide a simple cold buffet. Delegates can choose this option on the day. Alternatively, people can make their own arrangements for lunch if they wish, and I'll make it clear that this is possible.

I think that's all. Let me know if there's anything else, especially if you suddenly get a lot of late bookings.
Khushi

B Complete the table with words from the boxes.

Above all	Finally	Furthermore	In particular	Nevertheless	On another point
On the other hand	On the whole	Secondly	Typically		

Sequence:	Firstly	1	<i>Secondly</i>	/	<i>Finally</i>
Talking generally:	In general	2		/	
Contrast:	However	3		/	
Adding another point:	In addition	4		/	
Important example:	Especially	5		/	

As far as ... is concerned	Actually	As a matter of fact	For this reason	In short
Obviously	Of course	Therefore	So, to sum up	With reference to

Surprising but true:	In fact	6		/	
Something obvious:	Clearly	7		/	
Result/Consequence:	As a result	8		/	
New topic:	In relation to	9		/	
Summarizing	In brief	10		/	

Note also these common phrases that come from Latin: *ie* = *that is to say* / *eg* = *for example*

C Review relative clauses. Note how two sentences can be joined as one.

The Board issued a report. It describes options for our long-term strategy.

⇒ The report **that the Board issued** describes options for our long-term strategy.

The Board issued a report. It describes options for our long-term strategy.

⇒ The Board issued a report **which describes options** for our long-term strategy.

Marketing want to postpone the product launch. I feel this is a mistake.

⇒ Marketing want to postpone the product launch, **which I feel is a mistake**.

Now write each pair of sentences as one sentence, including the word in brackets. Begin as shown, and make any necessary changes.

1 We interviewed three candidates. They were all very good. (who)

We interviewed

2 We interviewed three candidates. They were all very good. (that)

The three

3 We need to lay off some workers. They are listed below. (who)

The workers

4 One sales team had particularly good results. They should be given a bonus. (whose)

The sales team

5 Our market share is now around 22%. This is 2% more than last year. (which)

Our market share