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**SSC – 245**

**Transitional Words and Phrases**

**Overview:** In order for your writing to be coherent, it must flow smoothly from one point to the next. One way to ensure that your reader can follow your argument as he or she moves between sentences and paragraphs is through the use of transitions.

**Transitions** are words and short phrases that help guide your reader through your writing. They allow for smooth progression from sentence to sentence and paragraph to paragraph and help your reader make certain connections between ideas. For example, beginning a sentence with *however* alerts the reader that the upcoming sentence will somehow contrast with the previous one. On the other hand, *in addition* informs the reader that you are adding another fact or idea to the topic being discussed. Notice that, in the previous sentences, the transitions *for example* and *on the other hand* were used to show a specific case and a contrast between ideas.

**Here is a list of transitional terms:**

<u>To indicate addition</u>	<u>To show contrast</u>	<u>To indicate place</u>	<u>To indicate time</u>	<u>To show summary or repetition</u>
again	although	above	after a few days	as has been noted
also	anyhow	across	afterward	as I have said
and	anyway	adjacent to	at last	finally
and then	at the same time	below	at length	in brief
another	but	beneath	before	in closing
besides	despite this	beside	between	in conclusion
but also	even though	between	finally	in essence
equally important	for all that	beyond	immediately	in other words
finally	however	farther	in the meantime	in short
first	in any event	here	later	in summary
further	in contrast	nearby	meanwhile	on the whole
furthermore	instead	nearer	next	to conclude
in addition	nevertheless	on the	soon	to sum up
in fact	notwithstanding	opposite side	then	
last	on the contrary	opposite to	while	
lastly	on the other hand	over there		
likewise	otherwise	under		
moreover	still			
next	yet			

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nor plus the fact that secondly then too thirdly too				
<b><u>To introduce a result</u></b> accordingly as a result because consequently for this reason hence so then therefore thereupon thus	<b><u>To introduce an example</u></b> a few of these are especially for example for instance in particular let us consider an example the following you can see this in the case of	<b><u>To indicate amount</u></b> few greater many more than most over under several smaller some	<b><u>To introduce a less important point</u></b> of course no doubt doubtless to be sure granted (that) certainly	<b><u>To indicate purpose</u></b> all things considered for this purpose to this end with this in mind with this object
<b><u>To show comparison</u></b> in like manner in the same way likewise similarly	<b><u>To return to your point after a counterargument</u></b> still nevertheless notwithstanding	<b><u>To strengthen a point</u></b> essentially indeed truly undeniably	<b><u>To concede a point</u></b> although though whereas without a doubt	

**Practice:** Using transitional terms will help you to guide your reader through your writing. However, remember not to overuse them. While it is essential to use some transitional terms, your writing itself should be unified enough so that transitional terms are not necessary for every sentence, and using them in nearly every sentence can make your writing muddled and wordy. With this in mind, try looking at a piece of your writing and circling the transitional terms using the chart above. Think about whether the terms you have chosen are appropriate for the situation and writing task. Also, consider whether you should use more or fewer transitional terms. Try to vary the transitional terms that you use to keep your reader interested while ensuring that your writing flows.

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