USEFUL WORDS/PHRASES

HOW TO START AN INTRODUCTION

Email/Letter

- I am a high school student / a student at this high school / a local citizen / a community member
- I am writing to suggest how to ... / I am writing to make some suggestions about how to ... / I am writing to suggest some ideas about how to ...
- I am writing about / regarding / with regard to / with reference to / in connection with your plan to ...

Essay

- It is a well-known fact that ... / It is common knowledge that ...
- These days, / Nowadays, it is a fact that ...
- It is often claimed that ... / It is commonly believed that ... / It cannot be denied that ...
- An increasing number of (people) ... / A large number of (people) ... / The majority of (people) ...
- ... is a matter of conflict between (parents) and (children).

HOW TO EXPRESS YOUR OPINION

- I think/believe that ... / I am of the opinion that ... / It seems to me that ...
- In my opinion, / In my view, / To my mind,
- Personally, I agree/disagree with ... / I am in favor of / I am against ...

HOW TO MAKE SUGGESTIONS

- (Teachers) should do sth
- Perhaps (teachers) could do sth / There could be sth
- It may/might be a good idea (for teachers) to do sth
- I suggest that (teachers) do sth
- It is important/vital/essential (for teachers) to do sth
- It is important/vital/essential that (teachers) do sth
- It would/might be better if (teachers) did sth

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LINKING WORDS/PHRASES

HOW TO INTRODUCE A POINT

- First, / Firstly, / For a start, / First of all, / First and foremost, / To begin with,

HOW TO ADD POINTS

- Second, / Secondly, / Also,
- Furthermore, / Moreover, / In addition, / Additionally, / Besides, / What is more,
- Another idea would be to ...
- Finally, / Lastly, / Last but not least,

HOW TO INTRODUCE SUPPORTING SENTENCES

PROVIDING EXPLANATIONS

- In other words, / That is to say, / More specifically,
- This means that ... / What I mean is that ...
- This is because ... / The reason for this is that ...

PROVIDING EXAMPLES

- For example, / For instance,
- ... such as / like ...

PROVIDING RESULTS

- As a result, / As a consequence, / Consequently,
- In this way,
- Therefore,
- So, / ..., so ...



HOW TO START A CONCLUSION

- In conclusion, / To conclude,
- To sum up, / All in all,
- All things considered,
- Taking everything into account,
- Taking all the above into consideration,

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