LINKING AND REPORTING WORDS

Linking words, or 'transition signals', show the relationships between your information and ideas. They can show order, lists, comparisons and cause and effect. Using these words makes your writing much clearer for your reader, as they guide your reader through your writing, and tell your reader about the connections between your ideas and the evidence that you are using to support your ideas. Linking and reporting words turn your collected research into a coherent unit.

	What you need to know……
1. **Using linking words**	• There is no rule about when to use linking words or how many you should use: use one when you want to relate pieces of information, but you do not have to use one in every sentence. **Example:** Critical analysis of internet sources is crucial, **because** it is not always clear who wrote the information **or** where the information came from. **To begin with** using linking words can seem contrived; **nonetheless,** it is worth the effort **and** your writing will become more interesting. • Check the table on page 3 for more examples of linking words and phrases, as well as the Critical Essay Planner in our Writing Libguide.
2. **Grammar check**	• One rule you need to be careful of is that linking words relate two pieces of information. You cannot write a sentence including a linking word like '*but*' which has only one piece of information. **Example:** The light from the Sun looks white. But it is really made up of all the colours of the rainbow. • The second part is a *fragment* not a sentence, because '*but*' needs to link two ideas in the one sentence. It should be '…*white, but…*' with a comma. • When using linking, hedging and reporting words and phrases, pay attention to the grammar so that your sentences are grammatically correct.
3. **Emphasis and generalisations**	• You need to be very careful of some words of in academic writing. Words such as: Apparently Generally Worldwide Clearly Indeed Undoubtedly Especially Obviously Everybody Plainly • These words make your argument easy to contradict. If you use 'obviously' about something that is obvious to you but not to others (or you have not provided enough supporting information about), then your writing will sound less academic and more like you are writing your own opinion.
4. **Hedging words and phrases**	• Academic writing, particularly scientific writing, aims to be factual, and to convey evidence-based information. However, an important feature of academic writing is the concept of **cautious language**, often called "hedging" or "vague language". You will need to make decisions about your position on a particular subject, or the strength of the claims you are making. There are common **hedging words and phrases** which are used in academic writing to help you express your views.

Examples of hedging words	Verbs	indicate, suggest, appear, propose, seem, tend, look like, appear to be, think, believe,doubt, be sure, indicate, suggest, believe assume, should, would, may might, could
	Adverbs	often, sometimes, usually, probably, possibly, conceivably, perhaps, generally, evidently,quite, almost, usually
	Adjectives	probable, possible
	Nouns	assumption, possibility, probability, tendency

Examples of hedging expressions	It should be the case that.....	Viewed in this way......
	It might be suggested that....	There is every hope that...
	It may be possible to obtain....	It is important to develop....
	It is useful to study...........	It is not known whether...
		It is/it is not difficult to conclude from...
		One cannot exclude from.......

5. Reporting words	• These are useful words to integrate references into your writing. This is more interesting than using 'said' or 'wrote', though both of those words are acceptable to use too. You can use the words below to indicate your position on the information or idea that it refers to. 'Maintains' or 'claims' could imply that the person you are referring to is ignoring information or using to an out of date theory. 'Concludes' or 'established' implies that the person has got this information or theory through research or logical thought.
	• **Examples of reporting words:**
	according to establish(ed) by mention(s) argue(s) that emphasise(s) outline(s) assert(s) that explain(s) propose(s) claim(s) that focus(es) on report(s) conclude(s) that found that state(s) define(s) maintain(s) that suggest(s) that
	• Remember to make sure that you are using the correct form of the verb, so that the subject and verb agree in number. Which form you use depends if you are writing about a single person or a group. **Example:** Smith and Sato *maintain* that the sky I green. Jones *maintains* that the sky is purple.

References:
Gillet, A. (n.d.). Features of Academic Writing. Retrieved from
http://www.uefap.com/writing/feature/hedge.htm
Royal Melbourne Institute of Technology (2007) *Learning links: Quick tips linking words*. Retrieved from
www.rmit.edu.au/studyandlearningcentre.
Swan, M. (2009). *Practical English Usage*. Oxford, UK: Oxford University Press.

Useful links:
- Hedging: http://www.uefap.com/writing/feature/hedge.htm
- Reporting words: http://www.writing.utoronto.ca/images/stories/Documents/referring-to-sources.pdf

Transition signals, hedging and reporting words: Critical Essay Planner
https://www.jcu.edu.au/__data/assets/pdf_file/0014/123026/jcuprd1_073144.pdf

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	Benefit	Examples		
Sequence or lists	Can indicate processes or separate pieces of information. Useful if your paragraph is a collection of items which all support the topic sentence but don't relate to each other.	first, firstly, second, secondly third, thirdly and	moreover furthermore also in addition	next, last, finally in conclusion to summarise
Chronology	Clearly shows the order of events. Especially useful if information, events or ideas are time sensitive or the result of a relevant action or event.	before during after since	while working on the project in 1927 to begin with next	once till until meanwhile
Similarity	Using these words shows that you understand how information supports or contradicts each other. Showing these relationships is particularly important in an argumentative work.	and similarly also too	like, likewise , just like similar to, the same as as correspondingly	just as to compare to/with be alike not only…but also
Difference		however nevertheless nonetheless still although, even though, though	despite in spite of in contrast, in comparison while or, nor	yet on the contrary on the other hand but whereas
Cause		as because of if	for because	since to cause
Effect	Using these words show the reader clearly that one is the result of another. Relates to chronological and sequence words.	so as a result as a consequence therefore	to result from as a result/consequence of to result in to affect	thus consequently due to hence
Example	This is a useful way to introduce supporting examples for a theory or statement.	for example for instance	including namely	that is such as