

Words and Phrases used to show a result or consequence;

So, Therefore, As a result/consequence, Accordingly, Consequently, Thus, Hence

Words and Phrases used to summarize:

In conclusion, To conclude, In brief, To summarize, Overall

Words and phrases used to express an Alternative:

Alternatively, On the other hand, Rather, Another possibility would be

Use conjunctions and linkage devices for cohesion.

Formal and Informal Writing 04:

Formal	Informal
Therefore	So
Apologize	Sorry
Received	Get
Perhaps	May be
Inform	Tell
Desire	Want
Thank you	Thanks

Formal	Informal
Firstly	To start with
It is a pleasure to meet you	Nice to meet you
Looking forward to seeing you	Can't wait to see you
It is necessary for me	I need to
This demonstrate that	This shows that
To consider	To think about
At your earliest convenience	As soon as you can

Hopefully, this clarifies the difference.

Tips for Essay Writing 05: