

## Transition in email-writing

List of link words you can use to structure the content of your emails, letters, and proposals.

The first line in each list is for more informal choices

### ORDERING AND SEQUENCING

first, then, next, at the same time, finally, in the end  
firstly, secondly, simultaneously, subsequently, lastly

### ADDING INFORMATION AND/OR MARKING A CHANGE IN TOPIC

another thing, while I'm at it, by the way, and, also  
moreover, in addition, furthermore

### DRAWING ATTENTION

note that, what is really important to note is  
NB, please note that

### CONTRASTING

although, though, even though, however, instead, on the other hand, even so  
despite this, by contrast, nevertheless, on the contrary, nonetheless, conversely

### CORRECTING OR GIVING DIFFERENT EMPHASIS TO PREVIOUS STATEMENT

actually, in fact  
as a matter of fact, in reality

### GIVING A PARALLEL

in the same way, similarly  
by the same token, likewise, equally

### GIVING EXAMPLES AND SPECIFYING

e.g., i.e., such as, like, this means that, in other words  
for example, for instance, that is to say

### INDICATING A RESULT

so  
consequently, as a result therefore, thus, hence, thereby, accordingly

### CONCLUDING

in sum  
to conclude, in conclusion, in summary