

# The Pivotal Words

No words are as helpful while reading as the prepositions and conjunctions that guide your mind along the pathways of the author's ideas. A word like furthermore says, "Keep going!" However says, "Easy!" Master these words and phrases and you will almost immediately become a better reader, for they will whisper directions in your inner ear.

## Additive words

They say, "*Here's more of the same coming up. It's just as important as what we have already said.*"

also	further	moreover
and	furthermore	too
besides	in addition	

## Equivalent words

They say, "*It does what I have just said, but it does this too.*"

as well as	at the same time	similarly
equally important	likewise	

## Amplification words

The author is saying, "*I want to be sure that you understand my idea; so here's a specific instance.*"

for example(e.g.)	specifically	as
for instance	such as	like

## Alternative words

These point out, "*Sometimes there is a choice; other times there isn't.*"

either/or	other than
neither/nor	otherwise

## Repetitive words

They say, "*I said it once, but I'm going to say it again in case you missed it the first time.*"

again	in other words
to repeat	that is(i.e.)

## Contrast and change words

They say, "*So far I've given you only one side of the story; now let's take a look at the other side.*"

but	on the contrary	still
conversely	on the other hand	though
despite	instead of	yet
however	rather than	regardless
nevertheless	even though	whereas
in spite of	notwithstanding	

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## Cause and effect words

They say, "All this has happened; now I'll tell you why."

accordingly	since	then
because	so	thus
consequently	hence	therefore
for this reason		

## Qualifying words

They say, "*Here is what we can expect. These are the conditions we are working under.*"

if	although	unless
providing	whenever	

## Concession words

They say, "*Okay! We agree on this much.*"

accepting the data	granted that	of course
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## Emphasizing words

They say, "*Wake up and take notice!*"

above all	more important	indeed
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## Order words

The author is saying, "*You keep your mind on reading: I'll keep the numbers straight.*"

finally	second	then
first	next	last

## Time words

They say, "*Let's keep the record straight on who said what and especially when.*"

afterwards	meanwhile	now
before	subsequently	presently
formerly	ultimately	previously
later		

## Summarizing words

They say, "*We've said many things so far. Let's stop here and pull them together.*"

for these reasons	in brief
In conclusion	to sum up



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