	Linking devices	
To make contrasting points	although, yet, however, nevertheless, in spite of, but, while, despite, even if, even though, at the same time	Killing endangered species is illegal Howeve, people will not stop hunting them.
To list paints	firstly, in the first place, first of all, to start with, secondly, thirdly, finally	First of all, the government must revise the out-of-date environmental laws, which were written twenty years ago.
To add more points on a topic	what is more, furthermore, also, apart from this/that, in addition to, moreover, besides too not to mention the fact that	Furthermore, the city should conduct inspections of zoos
To list advantages/ disadvantages	one/another/one-other/a further/the-main the-first/the-greatest advantage/disadvan- tage of:	The greatest advantage of regular exercise is that it leads to a neathner lifestyle.
To express personal opinion	in my opinion/view, to my mind/way of thinking, personally I believe, it strikes methat, I feel very strongly that, Fam inclined to believe that, it seems to me that, as far as I am concerned.	In my opinion view department stores offer a greater selection of clothes than small boundries:
To refer to other sources	according to, with reference to	According to this report, that brand of sun- cream causes imitation to sensitive skin-
To conclude	finally, lastly, above all, all in all, taking everything into account on the whole, all things considered in conclusion, as thave said, as was previously stated, to sum up	On the whole, the university offers a wide range of courses and provides modern facilities
To express cause	because of, owing to, due to, for this reason	Due to the harsh winter, many crops were destroyed
To express effect	therefore, thus, as a result, consequently, so, as a consequence	As a result many people have lost their jobs.
To emphasise what you say	clearly, obviously, of course, needless to say, in particular	Needless to say, research has proved that eating healthy foods and exercising regularly reduce the risk of heart disease.
To express reality	in fact, actually, as a matter of fact, in practice, the fact of the matter is that	In fact, the report states that most college graduates are interested in pursuing a Master's degree in the future
The Bellian is the This.	on the face of it, at first sight, apparently	At first sight, the building looked safe but

To state an argument against your opinion	It is popularly believed that, people often claim that, contrary to popular belief, it is a fact that, it is often alleged that, people argue that	Contrary to popular belief, the teaching profession is in need of qualified educators.
To state other people's opinions	many people are in favour offagainst some people argue that, a lot of people think/believe	Many people are in favour of against the mayor's proposal to raise local taxes
To introduce the other side of the argument	opponents of this view say, however there are people/those who oppose. claim that	Opponents of this view say that increasing the school year will only overwork students
To express balance	while, on the one hand, on the other hand, whereas	While working for a large company is prestigious, it can be very stressful.
To give examples	for example, for instance	For instance in the past six months, retailers have reported a 25% drop in sales of electronic equipment
To refer to what actually happens	In practice, in effect	In practice, consumers spend more money on luxury items.
To make general statements	as a rule generally, in general, as a general rule, on the whole	As a rule: girls get better exam results than boys.
To make parily correct statements	up to a point, to a certain extent, to some extent, in a way, in a sense	Some companies have fried to create more positrous to some extent, considering the high rate of unemployment.
To express limit of knowledge	to the best of my knowledge, for all I know, as far as I know.	As far as I know, residents were opposed to the crisks plan to build a nuclear power plant in their area.
	that is to say, in other words	In other words, they disagree with the manager's decision
ints	asifar as is concerned, regarding, with regard to, as for	As far as the community is concerned, the area is in need of a new elementary school.
else needs to be said	anyway, at any rate, in any case	At any rate, a new community centre will greatly benefit the people of the fown.
Accepting the situation	as it is, under the circumstances, things being as they are	Under the circumstances, the situation cannot be improved
		\$20050 E100 MANAGEMENT AND

## Useful Tips for Argumentatives

- use formal style do not include colloquial English
   do not use short forms
- write well developed paragraphs
- it is impossible to disagree with me) avoid strong feelings (don't say: nobody does this, or
- use generalisations (e.g. people say/believe/consider) believes that ...) but do not use overgeneralisation (e.g. everybody
- Do not use strong personal expressions (e.g. I think)
- use milder language (e.g. In my opinion, I believe etc)
  use linking words (e.g. therefore, although, however etc)
  use sequencing (e.g. firstly, secondly, lastly)
- make reference to other sources (e.g. The
- government claims that ...)
- such as aerosols can destroy the environment)

  do not refer blindly to statistics unless you are certain give examples - not personal thoughts (e.g.products
- abandon clichéd introductions. Write something more of a source (don't say: Statistics have recently shown that I am right. Which statistics?)
- use quotations or paraphrasing of quotations since ancient times. When? Too vague) original (Don't write: This topic has been important
- use an advanced level of vocabulary