

Transition Words/Phrases

Business communication without transition words or phrases is a list with no connection. For simple and clear business writing, use a well-placed transition word or phrase.

This list made its debut at the post, [Beyond 120 Transition Words and Phrases](#).

Below is a small sample of transition words/phrases by function.

Add Information
Additionally, again, also, and, and then, as well
Besides, but
Finally, further, furthermore
In addition, in fact
Moreover, much less
Nor, not only
Too
What's more
EXAMPLES
<i>The product must be delivered today. In addition, we require a signature verifying receipt.</i>
<i>Not only are the conclusions misleading, but the report also has questionable sources.</i>
Cause
Because, being that
Due to
For that reason
Inasmuch, in light of the fact, in that
Owing to the fact
Seeing that
EXAMPLES
<i>Because the company did not perform quality control, the product failed to function properly.</i>
<i>Due to the loss of hours, the project did not meet its targeted deadline.</i>
<i>You have missed several deadlines. For that reason, we are terminating our contract.</i>



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Transition Words/Phrases (continued)

Comparison/Contrast

After all, although true

But, by comparison, by the same token

Compared to, conversely

However

In contrast, instead, in the same way, in a similar fashion, instead

Likewise

Meanwhile

Otherwise

Similarly

EXAMPLES

*The company did not use that shipping carrier. **Instead**, it used its competitor.*

*The company needs better customer service. **Otherwise**, it may lose more customers.*

Establish Time/Sequence

After, after awhile (a few minutes), afterwards, always, and then, at this point

Before this (then)

Concurrently, consequently

During

Earlier

Finally, first (second, third), formerly, following

Immediately, in the meantime

Later

Meanwhile

Next, never, now

Once

Previously

Simultaneously, soon, subsequently

Then, thereafter

EXAMPLES

***Earlier** in the day, the carrier experienced some delays. **However**, the shipments were delivered on time.*

***First**, set up a time for a call. **Next**, send out an email to the team. **Then** let me know how many will be on the call.*

*We are working on the errors. **Meanwhile**, Adam is working on the source of the problem.*



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Transition Words/Phrases (continued)

For Emphasis

Above all, absolutely, actually, always

By all means

Certainly

Definitely

Emphatically, eternally, extremely

Forever

Indeed, in fact

Naturally

Of course

Positively

Surely

Undeniably, unquestionably

Without a doubt, without reservation

EXAMPLES

*The results showed a decrease in production. **In fact**, the results were the lowest of the year.*

*The results are **absolutely** unacceptable. **Surely**, you understand my position.*

Illustration

As an illustration

For example, for instance

In another example, in this case, in particular, in this situation

To demonstrate, to illustrate

EXAMPLES

*We must improve customer service. **In particular**, our time to respond is not meeting industry standards.*

*Survey results revealed significant improvement. **To illustrate**, Mark prepared a graph depicting the growth from the last two years.*

Qualifying

Almost, always, although

Frequently

In part

Maybe, mostly

Nearly, never

Perhaps, probably



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Transition Words/Phrases (continued)

Qualifying (continued)
EXAMPLES
<i>The Los Angeles office almost always exceeds sales goals..</i>
<i>Nearly one-third of respondents voted XYZ Company as their number one choice.</i>
Summarize
Accordingly, as mentioned, as noted, as stated, as shown
Briefly
Hence
In brief, in conclusion, in short, in summary, in a word
On the whole
Summing up
Therefore, to summarize
EXAMPLES
<i>As noted, the report identified three areas for follow-up.</i>
<i>In conclusion, the marketing campaign far exceeded expectations.</i>



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