

SIGNALLING or SIGNPOST WORDS

1. Enumeration

E.g.: first..., second..., subsequently..., afterwards..., also..., another aspect..., a last point..., to end..., finally..., both ... and ...

Visual: 1st, 2nd, ..., a, b, ..., bullet points

Always have in mind: is it just an enumeration or is the ranking important?



2. Illustrations

E.g.: for example..., in particular..., like..., to illustrate..., in other words..., so....

Try to find other examples yourself

Visual: indented text, *italics*

3. Emphasis or summary

E.g.: And again..., we stress that..., we emphasize..., the most important..., after all..., indeed..., in short..., as said...

Visual: in CAPITALS, *italics*, **bold**, underlined, !, ...

4. Relations between key words

This is the biggest and most important group of signalling words. They help you to find thinking steps in a text or to give subtitles to a paragraph. Examples of thinking steps and signalling words that can refer to them:

- a) concession: despite..., although..., albeit..., while..., yet..., despite ...
- b) explanation: namely..., in other words...
- c) causal: because..., if...then, because of..., on the basis of..., that's why..., as..., as a result of..., indeed...
- d) purpose/consequence: to..., so that..., if... then..., thus..., whereby..., causing...
- e) mean: by..., via..., through, on the basis of...
- f) contradiction: but..., however..., or...
- g) definition: the verb *to be*
- h) negative definition: no..., not...
- i) limitation: but..., yet..., however..., except..., though..., to the extent that..., at most..., at least..., maximum..., unless..., provided that...
- j) condition: if..., as soon as..., when..., in case..., provided that...
- k) comparison: if..., like..., so..., the... the..., than..., on the one hand..., on the other hand...
- l) summary: to conclude..., to summarize..., resuming...

As you probably already noticed: the same word can have different functions. Therefore, analysing thoroughly is the message.

5. Reference

These signalling words refer to term or thoughts that were/will be discussed elsewhere in the text.

- the demonstrative pronouns: this..., these..., that..., those...
- see above, after this..., see page..., as said earlier

These signalling words make you realize that the development of a thinking step or a key word is not finished yet at the moment you first got acquainted with it.