Inserting Transitional Terms: Suggested Solutions

The prompt to read this information appears on p. 58 of *Acting on Words*.

You are asked to read the following paragraph and insert effective transitional terms to overcome a choppy effect. Following the paragraph is a revised version with suggested transitions. Your revisions will likely differ in some places from the "suggested solutions" below. You may wish to discuss these variations with your classmates and instructors.

Unrevised, Choppy Paragraph

Reading is a difficult act. As a writer you should make this act as easy as possible by previewing your points, linking them in logical progression with appropriate transitional terms, and adhering to standard punctuation. There is good reason to preview your points. Doing so is like providing a roadmap to a traveler. The path will be clearer. You should be sure that the path you have charted on the map is efficient, that it leads as logically as it can from point to point. Your points should be in effective order, flowing purposefully one to the other. You should use linking words. This will remove any possible uncertainty about where you are going next and why. Punctuation needs to be considered because lack of correct mechanics can cause readers to wonder where one thought ends and the next begins. An opening overview of points followed by a logical flow of ideas clarified by suitable transitional terms and correct punctuation will earn you grateful readers.

Revised, Smoother Paragraph

Reading is a difficult act. As a writer you should **therefore** make this act as easy as possible by previewing your points, linking them in logical progression with appropriate transitional terms, and adhering to standard punctuation. **First**, there is good reason to preview your points. Doing so is like providing a roadmap to a traveler. **Thanks to your preview**, the path will be clearer. You should **also** be sure that the path you have charted on the map is efficient, that it leads as logically as it can from point to point. **In other words**, your points should be in effective order, flowing purposefully one to the other. **Furthermore,** you should use linking words. This will remove any possible uncertainty about where you are going next and why. **Finally,** punctuation needs to be considered because lack of correct mechanics can cause readers to wonder where one thought ends and the next begins. **In conclusion,** an opening overview of points followed by a logical flow of ideas clarified by suitable transitional terms and correct punctuation will earn you grateful readers.