CONTEXTUAL REFERENCE

Transitional markers are words used to link ideas together so that the text is easier to read. When pronouns such as *it, they, them, I, he, she, which, who, whose, that, such, one,* and demonstrative adjectives such as *this, that, these* and *those,* are used as transitional markers, they refer to a word, or words, mentioned earlier in the sentence or paragraph. Their function is to take your thoughts back to something that has already been mentioned. Other words which are often used to refer backwards are *the former, the latter, the first, second,* etc., *the last.*

Sample paragraph:

A computer, like any other machine, is used because it does certain jobs better and more efficiently than humans. It can receive more information and process it faster than any human. The speed at which a computer works means it can replace weeks or even months of pencil-and-paper work. Therefore, computers are used when the time saved offsets their cost, which is one of the many reasons they are used so much in business, industry, and research.

Exercise 1
Using the sample paragraph as a model, draw a rectangle around the word, or words, that the circled words refer to. Then join the ⬭ and the ▭ with arrows.

Modern accounting firms use spreadsheet software to do complicated calculations. They can provide their clients with an up-to-date report whenever it is needed. This software has many functions and can be integrated with other software. The spreadsheet's basic component is a cell. This may contain a formula which performs a mathematical operation. It could also contain a label or data. The former describes the information on the worksheet. The latter is the information itself.

The worksheet is the basic work area of a spreadsheet program. It is made up of cells arranged in rows and columns. The number of these varies depending on the software you are using. You can change the width and format of cells. Such parameters are usually quite easy to change with just a few keystrokes.

1- Read the EcoBot text and enclose in brackets the topic sentence in each paragraph. Do all the paragraphs have a topic sentence? What position in the paragraph do they have?

2- Find the introduction, body and conclusion in the last two paragraphs. Do the rest of the paragraphs have this structure?

3- Scan the EcoBot text to find connectors. Underline them. Are they listed on the Connectors classification? If not, add them.

4- Analyse how these connectors give coherence to the text.

5- What do the underlined words on the text refer to?

   a) One (p1) ………………………………………..

   b) Another (p1) …………………………………….

   c) Which (p3) ……………………………………..

   d) One (p4) ………………………………………..

   e) It (p5) …………………………………………..

   f) This (p9) ………………………………………

   g) That (p9) ………………………………………

   h) It (p10) …………………………………………..

6- Scan paragraphs 3 and 9 for conditional sentences. Enclose the conditional sentences in brackets, underline the verbs in them, state the type of conditional they are, and translate them.