

LONGMAN

Essay Activator

YOUR KEY TO WRITING SUCCESS

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Introduction

The **Essay Activator** has been created to help you improve your written English. By varying the range of vocabulary and expressions that you use, your essays will become richer and your grades will improve.

You can see from the menu on the left-hand side of your screen that there are 28 **Essay Activators**. Each of these contains all the important words and phrases that can be used to perform a particular function in your essay, for example showing that you agree with an idea (**Agreeing**); explaining how something has increased (**Increasing**) or saying what other people think (**Quoting People**). The language covered by the Essay Activator is not related to any particular subject area. For subject-related vocabulary you should look at the **Topic Activator**.

Each **Essay Activator** is divided into sections. Look, for example, at the **Essay Activator on Giving Examples**. This is divided into 3 sections: what you say when giving an example; what you say when there are a lot of other examples of something; to give someone or something as an example. If you want to give some examples in your essay, look at Section 1 and you will find a variety of words and phrases to avoid repeating for example every time: **for instance, be a case in point, by way of illustration** etc. If there are a lot of examples you could mention, look at Section 2 for ways of dealing with this: **such as, including, to name but a few** etc.

Each word or phrase is followed by an explanation of the meaning and/or use and is illustrated with example sentences. These examples can be used as models for you to produce your own natural-sounding sentences.

In each of the **Essay Activators** you will also find Study Notes about grammar and formality. For example, in Section 2 of **Giving Examples** there is a Study Note at **such as** to explain that there is not usually a comma before this phrase, whereas there is usually one before **for example** and **including**.

Look at the **Exercises** section of the **Writing Handbook** for activities which will help you to practise using the vocabulary included in the **Essay Activators**.

Advantages & Disadvantages

1. Writing about advantages
2. Writing about disadvantages

1. Writing about advantages

advantage *noun* [countable] a good feature that something has, which makes it better, more useful etc than other things:

- The **great advantage of** digital cameras **is that** there is no film to process.
- **The advantage of** using a specialist firm **is that** the people who work there have years of experience.
- **One of the big advantages of** this type of engine **is that** it is smaller and lighter than a conventional petrol engine.
- The university **has the advantage of** being one of the oldest and best respected in the country.
- The movement of the sea is predictable. This **gives** wave power **a distinct advantage over** (=an obvious advantage compared to) wind power.
- Despite a few problems with the design, the car's **advantages** clearly **outweigh its disadvantages**. (=the problems are not enough to stop it being a good car)

benefit *noun* [countable] a feature of something that has a good effect on people's lives:

- Regular exercise has many **benefits**, including reducing the risk of heart disease.
- Modern technology has **brought great benefits** to mankind.
- There has been a great deal of research into the **potential benefits of** using genetically modified crops.

merit *noun* [countable] a good feature that something has, which you consider when you are deciding whether it is the best choice:

- The committee will consider **the merits of** the proposals.
- In her book, she discusses the **relative merits of** the two political systems. (=she compares the features that they have)
- **The merits and demerits of** (=the good and bad features of) alternative funding systems were widely discussed in the newspapers.
- The chairman **saw no great merit in** this suggestion. (=he did not think that it was a good idea)

good point *noun* [countable] a good feature that something has:

- One of the **good points about** the car is that it is easy to drive.
- Each system has its **good** and **bad points**.

plus point *noun* [countable] a good feature that something has:

- The small but powerful battery is another of the camera's many **plus points**.
- The estate agent's leaflet said **a major plus point** was the recently modernized kitchen.

the good / great / best thing about used when mentioning a good feature of something:

- **The great thing about** living in a city **is that** you can go shopping at almost any hour of the day or night.
- Her wicked sense of humour was **the best thing about** her.
- **The good thing about** cycling **is that** you don't have to worry about getting stuck in a traffic jam.

STUDY NOTE: Grammar

the good/great/best thing about is rather informal. Don't use it in formal essays.

the beauty of something is that used when you want to emphasize that something has a very good or useful feature:

- **The beauty of** the design **is that** it is so simple.

2. Writing about disadvantages

disadvantage *noun* [countable] a bad feature that something has, which makes it less good, less useful etc than other things:

- The **main disadvantage** of this book is its price.
- These vaccines have two **serious disadvantages**. Firstly, they are not 100% effective, and secondly, they are expensive to make.
- **A major disadvantage of** using large quantities of chemicals is that they quickly get absorbed into soil.

drawback *noun* [countable] a disadvantage which makes you think that something is not so good, even though it has other advantages:

- The **major drawback of** this method is that it can be very time-consuming.
- Aluminium is very light and also very strong. Its **main drawback** is that it cools down very rapidly.
- Summer in the Scottish islands can be beautiful. **The only drawback is** the weather, which can be very changeable.

downside *noun* [singular] the disadvantage of a situation that in most other ways seems good or enjoyable:

- **The downside of** running your own business is that you are responsible if anything goes wrong.
- Everyone wants to be rich and famous, but it does have its **downside**.
- Most comfort eaters enjoy what they eat, but the **downside** is that they soon start to put on weight.

bad point *noun* [countable] a bad feature that something has:

- There are good points and **bad points about** single sex schools.
- For all its **bad points**, and there are many, it is still the best software system of its kind available.

Agreeing

*opposite **Disagreeing**

1. To agree with someone or something
2. To partly agree with someone or something
3. When a group of people agree

1. To agree with someone or something

agree *verb* [intransitive and transitive] to have the same opinion as someone, or to think that a statement is correct:

- Many people **agreed with** his views about the war.
- I **completely agree with** Chomsky when he says that humans are born with a special ability to learn language.
- Most experts **agree that** dieting needs to be accompanied by regular exercise.

STUDY NOTE: Grammar

Don't say 'agree someone's opinion' or 'agree to someone's opinion'. Say **agree with** someone's opinion.

share somebody's view / concern / fear etc to have the same opinion, concern, fear etc as someone else:

- I **share** her **concerns about** the lack of women in high academic positions.
- A lot of people **share** his **view that** tourism will have a negative impact on the island.
- This **fear** was **shared** by union leaders, who saw the new law as an attack on their rights.

subscribe to a view / theory etc to agree with an opinion or idea:

- There are a number of scientists who **subscribe to the view** that there is a God who controls the workings of the universe.
- Some people think that there are cases where torture is justified. **I, for one, do not subscribe to this theory.**

be of the same opinion if people **are of the same opinion**, they agree with each other:

- All three specialists were **of the same opinion about** the cause of her illness.
- Professor Dawkins **is of the same opinion as** Dr Jones.

concur *verb* [intransitive and transitive] a formal word meaning to agree:

- The committee **concurred with** this view.
- Most modern historians would **readily concur that** (=agree without any hesitation) this was an event of huge importance.
- As most biblical scholars **concur**, the letter could not have been written by any contemporary of Jesus.

somebody is right / somebody makes a valid point used when you agree with what someone says:

- Darwin was **right** when he argued that humans and higher mammals are closely related.
- Cox **makes a valid point** when he questions our ability to remain objective.

2. To partly agree with someone or something

agree up to a point to partly agree with someone or something:

- Although I **agree with** him **up to a point**, I find it hard to believe that this is true in every case.

broadly agree to agree with most parts of something:

- The conference delegates **broadly agreed** with the proposals.

there is some truth in used when saying that you think that something is partly true or right:

- **There is some truth in the argument that** there is a link between violence on our streets and violence on our TV screens.
- **There is some truth in** all of these theories, but none of them can fully explain the causes of unemployment.

3. When a group of people agree

agreement *noun* [uncountable] if there is **agreement** on something, people agree about it:

- Today **there is general agreement that** pollution from cars and planes is threatening the future of our planet.
- **There is widespread agreement on** the need for prison reform. (=most people agree about it)
- **Geologists are mostly in agreement about** how the islands were formed. (=most of them agree about it)

- The two sides were unable to **reach agreement**. (=they could not agree with each other)

consensus *noun* [singular,uncountable] agreement between most of the people in a group about something, especially with the result that they decide on a particular course of action:

- There is now a **general consensus among** scientists **on** the causes of global warming.
- There was a **growing consensus that** the military government had to be replaced.

common ground *noun* [singular, uncountable] things that people agree about, especially when there are other things that they disagree about:

- **There are many areas of common ground between** the two philosophers.
- Despite their differing backgrounds, they **found common ground** in their interest in science.

unanimous *adjective* if a group of people are **unanimous** on something, they all have the same opinion about it:

- Medical experts are **unanimous on** this issue.
- They were **unanimous in their opposition** to the plan.
- a **unanimous decision** by the three judges

widely held view / belief etc an opinion, belief etc that many people have:

- There is a **widely held view among** business experts that selling off a business to a management team is not in the best interests of the company's shareholders.
- There is a **widely held belief that** advanced western societies are becoming more and more criminalized.

widely / generally accepted if something is **widely** or **generally accepted**, it is thought to be true by most people:

- **It is now widely accepted that** the universe began with the so-called 'big bang'.
- **It is generally accepted that** electricity generated from nuclear power is more expensive than other forms of electricity.

Aim or Purpose

1. Ways of saying what the aim or purpose of something is
2. Words meaning aim or purpose

1. Ways of saying what the aim or purpose of something is

aim to do something to try to achieve something:

- This paper **aims to** show how science and technology have influenced the work of artists.
- The research **aims to** answer two questions. First, what causes the disease? Second, is it possible to find a cure?
- In this study, **we aimed** to record the number of birds who returned to the same woodland for a second summer.

set out to do something to try to achieve something. You use **set out to do something** especially when talking about someone's original aims when they start to do something:

- The organization never achieved what it **set out to** do.
- The first chapter **sets out to** explain the origins of modern science.
- The authors **set out to** show how men's and women's language are different from each other.

in order to so that someone can do something, or so that something can happen:

- Tests were carried out **in order to find** out if the drug had any side effects.

be intended to do something if something is **intended to do something**, it is done for that purpose:

- The course is intended to provide a basic introduction to molecular biology.
- The dams were intended to control the flooding which affects the river in winter.

be supposed to do something / be meant to do something to be intended to have a particular result or effect. You use these phrases especially when something actually fails to achieve what was originally planned:

- The film **is supposed to** be a serious drama.
- The scheme **was meant to** improve the city's image.

2. Words meaning aim or purpose

aim *noun* [countable] what you want to achieve when you do something:

- The **main aims of** the project **are as follows**.
- The **main aim of** the study **is to** investigate the way in which young people deal with the stress of exams.
- The bank **achieved** its **aim of** attracting 50,000 customers by the end of the year.
- One of **the aims of** this chapter **is to** explain Freud's theory of the mind.
- **My aim** in this article **is to** examine ways in which the present system could be improved.
- A cure for cancer is our **ultimate aim**. (=the most important aim, which you hope one day to achieve)

purpose *noun* [countable] the reason why you do something, and the thing that you want to achieve when you do it:

- He did not tell them about the **purpose of** his visit.
- The **main purpose of** education **is to** help people to lead satisfying and productive lives.
- The **main purpose of** the changes is to reduce costs and improve the service to customers.
- The United Nations was established **for the purpose of** protecting basic human rights.
- The information will be used **for research purposes**.
- Many plants from the rainforest are used **for medical purposes**.

objective *noun* [countable] the thing that someone is trying to achieve, especially in business or politics:

- The policy has three **main objectives**: firstly, to increase food production; secondly, to improve the distribution of food; and finally, to improve the diet of ordinary people.
- The **principal objective of** any company is to make money for its shareholders.
- The government is unlikely to **achieve** its **long-term objective** of cutting CO2 emissions.

goal *noun* [countable] something that a person or organization hopes to achieve in the future, even though this may take a long time:

- It took Mandela over forty years to **achieve** his **goal of** a democratic South Africa.
- The company's **long-term goal** is to be the market leader in this type of technology.
- World leaders have **set** themselves the **goal of** getting rid of child poverty.

target *noun* [countable] the exact result, often a number or an amount of something, that a person or organization intends to achieve:

- The University is expected to **reach** its **target of** 5000 students next September. (=achieve its target)

- They failed to **meet** their **target of** having a computer in every classroom.
- He **set** himself the **target of** raising over \$1 million for cancer research.

intention *noun* [uncountable and countable] something that you intend to do:

- Their **intention was to** sail on February 10th, but bad weather made this impossible.
- She went to Hollywood **with the intention of** starting a career in movies. (=that was the reason she went there)
- Rafsanjani said that Iran **had no intention of** developing nuclear weapons. (=they definitely did not intend to do this)
- The reader can never be 100% sure of the writer's **original intentions**.
- **It was** never **their intention to** encourage people to break the law.
- **It is not my intention** here **to** give a detailed account of all the events that led up to the war.

mission *noun* [countable] something that a person or organization hopes to achieve, which they consider to be very important and forms the basis of their activities:

- The agency's **mission is to** provide medical and psychological help to victims of the war.
- Our **mission is to** educate people about the disease.
- The students **are on a mission to** record and preserve the history of their area. (=they are trying hard to do something, because they feel it is very important)

the point *noun* [singular] the purpose of doing something and the reason why it is right or necessary:

- **The point of** the experiment is to show how different metals react with oxygen.
- People sometimes find it difficult to **see the point of** studying subjects such as Latin at school. (=they find it difficult to understand why it is necessary)
- He felt that his critics were completely **missing the point**. (=they failed to understand the most important purpose or reason for something)

ends *noun* [plural] the result that someone is trying to achieve, when this is bad or dishonest:

- Several politicians were accused of trying to exploit the situation **for their own ends**. (=use it in order to get advantages for themselves)
- The terrorists will do almost anything to **achieve their ends**.

Approximate / Exact

1. Words meaning approximately
2. Words meaning exactly

1. Words meaning approximately

approximately *adverb* used when saying that a number or amount is not exact, and it may be a little more or a little less:

- **Approximately** 30% of adults who have the disease will die from it.
- The last earthquake of this size occurred **approximately** 60 years ago.
- In 1994, the U.S. Government paid farmers **approximately** \$10 billion in grants.

STUDY NOTE: Grammar

Approximately is more formal than **about**, and is usually used in more technical contexts.

about *adverb* used when saying that a number or amount is not exact, and it may be a little more or a little less:

- They arrived at **about** 10 o'clock in the evening.
- It takes **about** 2 hours from London to Leeds on the train.
- There were **about** 50 people at the meeting.

roughly *adverb* approximately - used especially when you are trying to give someone a general idea of the size, number, or amount of something:

- The two countries are **roughly** the same size.
- **Roughly** half of all Italy's gas is imported.
- The amount of caffeine in one can of cola **is roughly equivalent to** four cups of coffee. (=it contains about the same amount)

(somewhere / something) in the region of approximately. Used with very large numbers or amounts:

- A new stadium would cost **somewhere in the region of** \$100 million.
- The painting is worth **something in the region of** £15,000.

circa *preposition* used before a year, usually one that is long time ago, to say that something happened near that time, but perhaps not exactly in that year:

- The house dates from **circa** 1600.
- The picture shows a building under construction, **circa** 1848.

STUDY NOTE: Grammar

Circa is originally a Latin word, meaning 'about'.

The written abbreviation of **circa** is **c** or **c.**, and this is often used instead of the full form:

- He was born **c** 1830.
- Heston, who died **c.** 1357, was a noted academic.

or more

10 years / 20% / 100 kilos etc or more used when the total may be a lot more, and you want to emphasize that this is a large amount:

- It can take **6 months or more** to get a visa.
- Olson weighed 250 pounds **or more**.

2. Words meaning exactly

exactly *adverb* no more and no less than a particular number, amount, or time:

- They finished at **exactly** 6pm.
- Every patient received **exactly the same** amount of the drug.
- **Exactly** 60 years ago, two scientists at the University of Birmingham demonstrated the first device that used microwaves.

to be exact used when you are giving a more exact figure or amount. **To be exact** is used at the end of the sentence:

- The rocks there are very old: more than 3 billion years old, **to be exact**.

precisely *adverb* a word meaning exactly, used when you want to emphasize what you are saying:

- The meeting began on time, at **precisely** eight o'clock.
- He always left his office at 2 o'clock **precisely**.
- No one knows **precisely** how many people were killed or injured.

right *adverb*

right in the middle of / next to / in front of etc used when you are emphasizing that something is in a particular position:

- The arrow was **right in the middle of** the target.
- The two explosions happened **right next** to each other.

directly *adverb*

directly in front of / behind / under etc exactly in a particular position:

- It was a small house, **directly behind** the church.
- You need to sit **directly in front of** the screen.
- A statue stood **directly below** the stained-glass window.

Causes

*see also **Effects**, **Giving reasons**, **Linking parts of a sentence**

1. To cause something to happen
2. Ways of saying that something is caused by another thing
3. To be one of the things that cause something to happen
4. Something that causes another thing to happen

1. To cause something to happen

make *verb* [transitive] to make something happen, or make someone do something:

- Plants need light and heat to **make** them grow.
- He was good at **making** people laugh.
- The government's economic policies **made** it unpopular with voters.
- Inventions such as the washing machine have **made** people's lives a lot easier.

STUDY NOTE: Grammar

Don't say 'make somebody/something to do something'. For example don't say 'What makes young people to commit crime?' Say: *What makes young people commit crime?*

cause *verb* [transitive] to make something happen, or make someone do something:

- Smoking **causes** cancer.
- The lack of rain is **causing** problems for farmers.
- The crisis **caused** oil prices **to** go up dramatically.
- At first, the news **caused** people **to** panic.

STUDY NOTE: Grammar

Cause is often used about bad things, for example: *High fat diets can **cause** heart disease.*

Cause is also often used in scientific and technical descriptions, when saying that something has a particular effect, for example: *The heat **causes** the ink and powder to mix together, and an image is formed.*

Cause is more formal than **make**

lead to *verb* [intransitive] to start a process that later makes something happen:

- The research could **eventually lead to** a cure for many serious illnesses.
- Over-fishing has **led to** a collapse in the numbers of tuna and cod in the Atlantic.
- Cutting spending budgets will **inevitably lead to** poorer quality public services.

result in *phrasal verb* to make something happen, especially something bad:

- Many household fires **result in** death or serious injury.
- Low levels of vitamin D can **result in** a softening of the bones.
- The trial **resulted in** Oscar Wilde being sent to prison for 2 years.

create *verb* [transitive] to make a condition, situation, problem, or feeling start to exist:

- In the novel, McEwan **creates** an atmosphere of menace.
- Science and technology often **create** more problems than they solve.
- The coach's job is to **create** the conditions for success.

bring about *phrasal verb* to make something happen, especially a change or an improved situation:

- The war **brought about** enormous social change.
- So far, all attempts to **bring about** peace have failed.

give rise to a formal phrase, used when an event, action etc makes a feeling or problem start to exist:

- Poor performance in exams can **give rise to** depression and even thoughts of suicide.
- The announcement **gave rise to** violent protest in the east of the country.
- Drinking unfiltered water can **give rise to** health problems.

generate *verb* [transitive] to make a feeling start to exist and grow among a large group of people, for example interest, support, or a demand for something:

- The trial **generated** a lot of interest in the media.
- Japan's economic success **generated** a huge demand for luxury goods.

be responsible for to be the person or thing that makes something happen:

- The human rights panel concluded that the military **was responsible for** killings, torture and other abuses.
- These particles **are responsible for** making new protein molecules.

set off *phrasal verb* to cause something to suddenly happen, especially fighting, protests, or debates involving a lot of people:

- The killing of Martin Luther King **set off** a wave of rioting across the USA.
- The programme **set off** a national debate about children's school meals.

trigger *verb* [transitive] to make something suddenly start to happen, especially a bad situation such as a crisis or a war, or a medical condition:

- The First World War was **triggered** by a series of events, beginning with the assassination of Archduke Franz Ferdinand in Sarajevo.

- Certain foods can **trigger** allergies.
- If oil prices keep rising, this could **trigger** an economic crisis.

2. Ways of saying that something is caused by another thing

be caused by:

- Many illnesses **are caused by** stress.
- Almost half of all accidents **are caused by** speeding. (=driving too fast)

be the result of / result from to happen because of something else that happened or was done:

- He said the success of his company **was the result of** hard work by all the staff.
- Greenhouse gases **are the direct result of** pollution from cars and factories.
- **Meningitis results from** an inflammation around the brain.
- These conditions **result from** a combination of economic and social factors.

arise from *verb* [intransitive] if a problem or a serious situation arises from something, it starts to happen because of it:

- A number of problems **arose from** the break-up of the former Soviet Union.
- People are now much more aware of the dangers **arising from** asbestos dust.

stem from *phrasal verb* if something **stems from** another thing, it develops from it and there is a direct link with it, even though this link is not always immediately obvious:

- His emotional problems **stemmed from** an unhappy childhood.
- The present difficulties **stem from** the recession and the collapse of the housing market.

3. To be one of the things that cause something to happen

play a part if something **plays a part**, it is one of several things that causes something to happen:

- No one knows exactly what causes the disease. Genetic factors are thought to **play a part**.
- The rioting in the capital **played a major part** in the collapse of the government.

be a factor to be one of several things that affect something:

- Public pressure against nuclear power **was definitely a factor in** their decision.
- The parent's influence **is a major factor in** a child's progress at school. (=a very important factor)

contribute to *verb* [intransitive] if something **contributes to** a situation, it is one of the things that cause that situation to happen or become worse, but it is not one of the main causes:

- Methane gas is known **to contribute** to the greenhouse effect.
- Television often gets blamed for **contributing to** the decline of family life.
- Passive smoking could **contribute to** the development of respiratory diseases among nonsmokers.
- It is acknowledged that unhappiness is a **contributing factor** in the development of certain illnesses.

influence *verb* [transitive] if something **influences** another thing, it has an effect on it, although it does not cause it directly:

- Weber demonstrated that culture and religion **influenced** economic development.
 - Genetic factors may **influence** how the central nervous system reacts to nicotine.
4. Something that causes another thing to happen

cause *noun* [countable]:

- Scientists are still trying to **find the cause of** the disease.
- Investigators have visited the scene to **establish the cause of** the accident. (=find out what the cause is)
- Polluted water is one of the **major causes of** death among young children in some countries.
- Almost certainly, the **underlying cause of** the war was the need for oil. (=the most important cause, even though it is not immediately obvious)
- Scarman was in no doubt that **the root cause of** the rioting was unemployment and poor living conditions. (=the most important cause, even though it is not immediately obvious)

factor *noun* [countable] one of several causes of a situation or condition:

- The research tried to identify the **key factors** (=most important factors) affecting economic change.
- The committee studied a wide range of **social, economic, and environmental factors**.
- Studies have shown that alcohol is a **contributory factor in** 10% of all accidents in Britain (=it is one of the things that causes accidents, often in combination with other things)
- Cost is often the **deciding factor** when choosing any product. (=the main factor that makes you choose to do something)

origins *noun* [plural] the first causes from which a situation, condition etc has developed:

- The book describes **the origins of** modern science.
- **The origins of** Sudan's debt crisis go back to the early 1970s.
- For some patients, understanding **the origins of** their fears is a long and painful process.
- The dispute between the two families **had its origins in** the battle of Wakefield.

source *noun* [countable] something that causes something else to develop, for example a disagreement, a feeling, or an infection:

- Housework can become a major **source of conflict** between couples.
- The fact that the two words are so similar can be a **source of confusion**.
- Further study was necessary to identify the **source of the infection**.

root *noun* [countable] the original and most important cause of something, especially a problem:

- They failed to **get to the root of the problem**. (=discover the main cause)
- Bad experiences in childhood **lie at the root of** many psychological disorders. (=they are the main cause)

Certainty & Uncertainty

1. Ways of saying that you are certain about something
- 2 Ways of saying that you are not certain about something

1. Ways of saying that you are certain about something

certain *adjective* if you are **certain** about something, you are absolutely sure that it is true. If a fact is **certain**, it is definitely true, or it will definitely happen:

- **I am certain that** his analysis is correct.
- It now **seems certain that** the earth's climate is starting to change.
- One can never be **absolutely certain of** anything in science.
- The general addressed the troops before the battle, assuring them that victory was **certain**.

STUDY NOTE: Grammar

Certain is more formal than **sure**. It also sounds **more definite**.

sure *adjective* [not before noun] if you are **sure** about something, you believe that it is definitely true or correct:

- **I am sure that** many other writers share this view.
- It is difficult to be **absolutely sure about** when the photograph was taken.

convinced *adjective* [not before noun] completely sure that something is true, especially when you cannot prove it but you have strong feelings about it:

- She was **convinced that** her husband was innocent.
- They became **convinced of** the need for better health education.

confident *adjective* [not before noun] sure that something good will happen, or that you will be able to achieve what you want:

- The researchers were **confident of** success. (=they were sure that they would succeed)
- In his report he said he was **confident that** standards would improve.

satisfied *adjective* [not before noun] sure that something is true, because you have enough information to make a decision:

- Professor Knowles is now **fully satisfied that** (=completely satisfied) the drug is safe for general use.
- The insurance company needed to be **satisfied that** the damage was caused by the storm.

have no doubt / be in no doubt to be so certain about something that there are no doubts in your mind:

- **I have no doubt that** a cure for the disease will one day be found.
- He said that he **was in no doubt that** the fire was started deliberately.

without (a) doubt used when you are completely sure about something:

- She was **without doubt** one of Mexico's finest artists.
- His experience in London was, **without doubt**, very important to his career as a writer.
- **Without a doubt**, it is what we eat that determines our weight.

there is no doubt that (also **there is no denying / disputing the fact that**) used when you are completely sure about something:

- **There is no doubt that** violence on our TV screens does influence children.
- **There is no denying the fact that** these men are guilty of the most horrendous crimes.
- **There is no disputing the fact that** new technology has had a dramatic effect on our lives.

certainly / undoubtedly *adverb* used when you want to emphasize that you are certain of what you are saying:

- Businesses will **certainly** benefit from the new tax laws.
- **Undoubtedly** there is a link between smoking and lung cancer.
- **Certainly** it will be a long time before humans are able to live in other parts of the solar system.
- Beckham was the captain and **undoubtedly** the best known player in the England team.

2. Ways of saying that you are not certain about something

not certain / uncertain *adjective* [not before noun] not sure about something:

- **I am not certain that** the figures are accurate.
- People often feel **uncertain about** how to deal with this type of situation.
- **It is uncertain whether** his death was accidental.
- **It is by no means certain that** she is right. (=it is not at all certain)

STUDY NOTE: Grammar

Not certain/uncertain is more formal than **not sure**.

not sure / unsure *adjective* [not before noun] if you are **not sure** about something, you do not know exactly what it is, whether it is true, what to do etc:

- I am **not sure whether** this story is true or not.
- Police are still **unsure about** the precise details of what happened.
- Scientists are **not entirely sure that** (=not completely sure) life does exist in other parts of the universe.

have doubts if you **have doubts** about something, you are not sure if it is true, correct, or suitable:

- Many people **have doubts** about the methods used in the research.
- Doctors **have doubts as to whether** these alternative treatments really work.

be dubious about something to not feel sure that you should do something, because you can think of ways in which it could cause problems or go wrong:

- The writer **is dubious about** the effectiveness of prison as a way of dealing with drug-related problems.
- Most medical schools **are dubious about** accepting students older than 30.

Comparing & Contrasting

*see also **Linking parts of a sentence**

1. What you say when comparing things or people
2. To compare things or people

1. What you say when comparing things or people

compared to / with used when comparing things or people, especially when comparing numbers or amounts:

- This year's profits are much higher **compared to** last year's.
- The average male now has a life expectancy of 77.6 years, **compared with** 75 in 1960.
- Total spending on health care represents about 4 percent of GDP. **Compared to** most other advanced economies, that figure is low.
- Mortality rates are lower for women as **compared with** men.

by comparison / in comparison when compared with another thing, person etc:

- Young male drivers have far more accidents **by comparison with** other groups.
- Wages are low **in comparison with** the US.
- In his early pictures he used rather dull colours. His later work is much brighter **in comparison**.
- The amount of money spent on advertising milk **pales in comparison to** (=is much less than) the money spent on advertising beer.

next to / beside *preposition* used when comparing things or people, especially when there is a surprising difference between them:

- Our problems seem trivial **next to** those faced by people in the developing world.
- Their achievements **pale beside** his. (=they seem much less important)

as against / as opposed to *conjunction* used when you are comparing two figures or pieces of information, in order to show how they are different:

- The company achieved sales of \$404 million, **as against** \$310 million in the previous year.
- One study predicted that 42% of female university graduates would remain single the rest of their lives, **as opposed to** just 5% of male graduates.

unlike *preposition* used when saying that people or things are different:

- **Unlike** his brother, he had no interest in music.
- The drug has very few side effects, **unlike** other drugs that are used to treat this illness.

in contrast / by contrast used when mentioning the difference between two things, people, countries etc that you are comparing:

- **In contrast to** the south of the island, the north is still untouched by tourism.
- The US and Australia, **in contrast with** most other leading industrialized nations, chose not to sign the Kyoto Protocol on climate change.
- Studies show that each execution costs \$3.5 million. **By contrast** it costs about \$600,000 to keep someone in prison for life.

in proportion to / in relation to used when considering the relationship between the amount or size of something compared to another thing:

- People from Sweden pay the highest rates of tax **in proportion to** their incomes.
- His head is big **in proportion to** the rest of his body.
- Britain's national debt was greater than that of the US **in relation to** the size of its economy.

relative *adjective* used when comparing the amount of something that someone or something has, with others of the same type:

- In his article he compares the **relative merits** of living in the countryside and living in a big city.
- It is too early to make a judgement about **the relative importance** of these different factors.
- How do we account for the **relative lack** of women studying physics at university?

2. To compare things or people

compare *verb* [transitive] to examine or consider two or more things or people, in order to show how they are similar or different:

- A study by Nottingham University **compared** the cost of recycling plastic bags **with** making them from scratch.
- Galileo **compared** the time it took for different types of object to fall to the ground.
- The graph **compares** the number of students joining the university to study history and chemistry.

make / draw a comparison to compare two or more things or people and say how they are similar:

- In her article, she **makes a comparison** between people's lives now and 50 years ago.
- It is possible to **draw a comparison** between the two poets' work.

STUDY NOTE: Grammar

Draw a comparison is more formal than **make a comparison**.

draw an analogy to say that two situations are similar:

- Some people have attempted to **draw an analogy** between America's invasion of Iraq and the war in Vietnam.

draw a parallel to say that some aspects of two very different things are similar:

- The writer **draws a parallel between** Henry James's elaborate style of writing and the ingenious patterns **and** curious details in Minton's paintings.
- **Parallels can be drawn between** her work and that of Picasso.

liken somebody / something to *phrasal verb* to say that someone or something is similar to another person or thing:

- Gambling is often **likened to** drug addiction.
- Critics have **likened** the play **to** Arthur Miller's work.

contrast *verb* [transitive] to compare two things, situations etc, in order to show how they are different from each other:

- In her novel she **contrasts** the lives of two families in very different circumstances.

make / draw a distinction between to say that you think two things are very different:

- It is important to make a distinction between people's fears about crime and the real situation.
- The author draws a distinction between allowing death to occur, and causing it.

STUDY NOTE: Grammar

Draw a distinction is more formal than **make a distinction**.

Concluding

1. What you say when concluding your essay or argument
2. Saying again what your aims were at the conclusion of an essay

1. What you say when concluding your essay or argument

in conclusion a phrase used at the beginning of the final paragraph of an essay or article, when you want to write about the main things that you have mentioned in it:

- **In conclusion**, the results of our study suggest that this type of diet is perfectly safe.
- Thus, **in conclusion**, the population of England remained fairly stable for much of the 15th century.

to summarize / to sum up used when referring to the main things that you have mentioned in it:

- **To summarize**: there are many reasons why people commit crime.
- **To sum up**, in 1922 the Soviet government found itself in a situation similar to the one faced by the Tsars.

STUDY NOTE: Grammar

You use **to summarize** and **to sum up** at the start of the final paragraph of an essay or article. They can be followed either by a colon or a comma.

something can be summarized as follows used when saying what you think the main points about something are:

- The organization's main aim **can be summarized as follows**: to create opportunities for students to learn a wide range of computer skills.
- The result of the survey **can be summarized as follows**. Both Japan and Korea show a strong preference for natural gas over oil, coal, and nuclear energy.

the following conclusion(s) may be drawn used when you want to mention something that you think is true because of what has been written earlier in the article or essay:

- **The following conclusions may be drawn** from these figures. Firstly, the US economy is moving out of recession. Secondly, there are no grounds for concern about its immediate future.
- With regard to defense measures against attack from the air, **the following conclusions may be drawn**. The best method of defense is a strong air force. The next requirement is a well-organized observation (radar) and warning system.

the main conclusion to be drawn is that used when you want to mention the main point that you think is true because of what has been written earlier in the article or essay:

- **The main conclusion to be drawn** from this discussion **is that** the best way to help slow readers is to improve their skill at recognizing individual words.

2. Saying again what your aims were at the conclusion of an essay

STUDY NOTE: Grammar

When you are writing the concluding paragraph of an essay, report etc, you often begin by saying what you wanted to achieve when you were writing the essay. The following are some phrases you can use.

the purpose / aim of this ... was to ... used at the end of an essay, article, report, etc, when saying what its purpose was and whether you have succeeded, what you have found, etc:

- **The aim of this study was to** determine whether it is possible to reduce the amount of salt in bread without spoiling its taste.

in this ... I have tried / attempted to ... used at the end of an essay, article, report, etc, when saying what its purpose was and whether you have succeeded, what you have found, etc:

- **In this essay, I have tried to** set out the main events that led to the start of the First World War.
- **In this report, we have attempted to** demonstrate that although nuclear power is cleaner than using gas or coal, it is more expensive in the long-term.

Decreasing

*opposite **Increasing**

1. To decrease
2. To make something decrease
3. A decrease
4. When something stops decreasing

1. To decrease

decrease *verb* [intransitive] to become less in number or amount:

- The average rainfall has **decreased by** around 30 percent.
- The total number of people who are unemployed has **decreased slightly**.
- After radiotherapy, the number of tumours **decreased significantly**.
- The effectiveness of the drug **gradually decreases**.

go down *phrasal verb* to decrease:

- The percentage of fat in our diets has **gone down**.
- As a result of the improvements, complaints from customers **went down by** more than 70%.

STUDY NOTE: Grammar

Decrease is more formal than **go down**.

If you want to say that something 'has decreased', you can say that it **is down**, for example: *Inflation is down to 4%*.

decline *verb* [intransitive] a formal word meaning to decrease. **Decline** is used about numbers or amounts, and also about the level or standard of something:

- In rural areas, the standard of living continued to **decline**.
- Salaries have effectively **declined by** around 4.5%.
- The rate of inflation has **declined sharply** in the past year. (=quickly and by a large amount)
- Support for the government is **steadily declining**.
- The city has **declined in importance**.

fall / drop *verb* [intransitive] to decrease, especially by a large amount:

- The number of tigers in the wild has **fallen to** just over 10,000.
- At night, the temperature **drops to** minus 20 degrees.
- Profits **fell from** £98.5 million **to** £76 million.

- In May, the price of coffee **dropped by** over 20%..

plunge / plummet *verb* [intransitive] to suddenly decrease very quickly and by a very large amount:

- Gas prices have **plunged** 31 percent in less than a week.
- Sales of red meat are **plummeting**.
- Climate change could cause global temperatures to **plummet**.

halve *verb* [intransitive] to decrease by a half:

- He expects the number of farms to **halve** by 2020.
- In 1965, 49% of Canadians smoked. This figure has more than **halved**.

diminish *verb* [intransitive] to decrease to a low number, amount, or level. Diminish is used about numbers or amounts. It is also used when saying that a feeling becomes less strong, or that something becomes less important:

- The numbers of fish have **diminished** over the years.
- The population of the town **diminished from** 32,000 **to** 9,000 between 1871 and 1913.
- The pain gradually **diminished**.
- Although Campbell's influence **had diminished**, he continued to speak out against the war.

dwindle *verb* [intransitive] to gradually decrease until there is very little left of something. **Dwindle** is used about numbers or amounts. It is also used when saying that something becomes less popular, less important etc:

- The birds' numbers have slowly **dwindled**, until there are now only about 600 left in the world.
- Traffic along the canals **dwindled** during the 20th century.
- Support for the theory is **dwindling**.

2. To make something decrease

reduce *verb* [transitive] to make something smaller in size, number or amount:

- The army was **greatly reduced in** size.
- The number of serious accidents has been **reduced by** a quarter.
- Doctors are urging people to **reduce** the amount of salt in their diet.
- Using new technology will help to **reduce** costs.
- Washing your hands helps to **reduce the risk** of infection.
- The ability to communicate cheaply over long distances has **reduced the need for** workers to commute to offices.

lower *verb* [transitive] to reduce the amount or level of something:

- It is a basic rule in economics that if you want people to buy more of your products, you **lower** the price.
- The voting age **was lowered** to 18.
- They decided to lower interest rates by a quarter of a percent.
- The drug is used to **lower** blood pressure.
- Some colleges have had to **lower** their standards.
- To cool, the motor forces air out of the box, so **lowering** the temperature.

STUDY NOTE: Grammar

Lower is used especially in more formal contexts, for example when writing about politics, business, or technical matters. **Bring down** is less formal.

bring down *phrasal verb* to reduce something such as prices or costs, or reduce the level of something:

- They used cheaper materials in an effort to **bring down** costs.
- The wage freeze was part of a campaign to **bring down** inflation.

cut *verb* [transitive] to reduce something such as prices, costs, time, or money, usually by a large amount:

- Companies are constantly looking for ways to **cut** their costs.
- Shell is to **cut** the price of petrol by 18p a gallon from midnight tomorrow.
- The new service will **cut** the journey time from London to Manchester **to** just over 2 hours.
- The working week has been **cut from** 39 hours **to** 35.

halve *verb* [transitive] to reduce something by a half:

- Costs were **halved**.
- The new drugs have **halved** the number of deaths among AIDS patients.

relieve / ease *verb* [transitive] to make pain or feelings less unpleasant:

- Doctors are allowed to give drugs to **relieve pain**, even if they shorten life.
- Accordingly, they hired more telephone representatives **to relieve the pressure on** employees who handle customer complaints and inquiries.
- Making a joke can help to **relieve the tension**.

alleviate *verb* [transitive] a formal word meaning to reduce pain or suffering, or make a problem less serious:

- Gentle regular exercise helps to **alleviate the problem**.
- Changes in diet can help to **alleviate the symptoms** of the disease.

3. A decrease

decrease *noun* [uncountable and countable] used when something happens less than it used to:

- There has been a **significant decrease in** the number of deaths from lung cancer.
- In August there was a **slight decrease** in the rate of unemployment.
- Latest figures show an **overall 27% decrease** in crime in the area since the project began.

reduction *noun* [uncountable and countable] used when the price, amount, or level of something is made lower:

- A small **reduction** in costs can mean a large increase in profits.
- There has been a **significant reduction in** traffic.
- Over the last few years there has been a **dramatic reduction in** (=surprisingly large) the number of people arrested for drink-driving.

cut *noun* [countable] used when a government or company reduces the price, amount, or level of something:

- **price cuts**
- **tax cuts**
- **pay cuts**
- The company is planning further **job cuts**.
- There have been major **cuts in** government spending on defence.
- The state of California introduced new laws requiring **drastic cuts in** (=very big cuts) air pollution from automobiles.
- The bank announced a 1 per cent **cut in** interest rates.

drop / fall *noun* [countable] used when a number or amount goes down, especially by a large amount:

- The company reported a 35% **drop in** profits.
- Researchers found that the number of trees had gone down from 506 to 261, **a drop of** 48 percent.
- Spain has suffered a **sharp fall in** its birth rate. (=a sudden very large fall)

decline *noun* [singular, uncountable] a formal word, used when the number, amount, level, or standard of something goes down:

- There has been a **gradual decline in** the number of homeless people.
- Television is often blamed for the **decline in** moral standards in our society.
- There has been a **slight decline in** the level of violence.
- Four years ago, there were 580 people living on the island, but there are now only 337. That is a **decline of** 42 percent.

4. When something stops decreasing

level off / out *phrasal verb* to stop decreasing and remain at the same level:

- The population dropped from a peak of 800,000, **levelling off** in 1999 at 650,000.
- Latest figures suggest inflation will **level out** at 2.4% after a year at over 3%.

bottom out *phrasal verb* to reach the lowest point, and stop decreasing any more:

- The decline in car sales finally showed signs of **bottoming out** in September.
- There is no evidence that the recession has **bottomed out** yet.

Disagreeing

*opposite **Agreeing**

1. To disagree with someone or with an opinion
2. When people disagree about something
3. Causing disagreement

1. To disagree with someone or with an opinion

disagree / not agree *verb* [intransitive]:

- Scholars continue to **disagree about** the meaning behind the poem.
- Although he **did not agree with** Plato, he was profoundly influenced by him.
- Scientists **disagree among themselves on** what causes the disease.
- I **strongly disagree with** his views on immigration. (=I disagree with them very much)

take issue with a formal phrase meaning to strongly disagree with what someone has said:

- I feel that I must **take issue with** the article's conclusion.
- Some people have **taken issue with** Conrad's description of the Congo in his novel 'The Heart of Darkness'.

dispute *verb* [transitive] to say that you think that something is not correct or not true:

- Researchers have **disputed** her **claims**.
- No one **disputes that** the problem exists.

differ *verb* [intransitive] if people **differ** about something, they have a range of different opinions about it. If **opinions**, **views**, or **tastes differ**, people have different opinions, views, or tastes:

- Critics **differed sharply on** the merits of his work. (=they had very different opinions)
- **Opinions differ** about the proper relationship between the mass media and society.

be divided / split *adjective* if a group of people is **divided** or **split** on something, some of them have one opinion and others have a completely different opinion:

- America's doctors remain **deeply divided on** the issue of whether it should be legal for a physician to help a terminally ill patient commit suicide.
- Scientists **were split on** the uses to which the discoveries of atomic physics were being put.

be mistaken *adjective* used to say that you disagree with someone or with an opinion that they have, and think that they are wrong:

- He **is mistaken** if he believes that the United States will not respond to this threat.
- Such a view **is**, however, **seriously mistaken**.

2. When people disagree about something

disagreement *noun* [uncountable and countable] if there is **disagreement** about something, people do not agree about it:

- There is considerable **disagreement among** experts **about** the usefulness of these tests.
- She found herself **in disagreement with** her colleagues **on** the issue. (=she found that she disagreed with them about it)

dispute *noun* [uncountable and countable] a serious disagreement, in which two people, organizations, or countries publicly disagree and argue with each other:

- He became involved in a long legal **dispute with** his publisher.
- There is considerable **dispute over** the precise definition of this term.
- The United Nations is trying to settle the bitter and long-running **dispute between** the two countries.

controversy *noun* [uncountable and countable] serious disagreement, especially with people expressing strongly opposing views in newspapers, in books, on television etc:

- There has been a lot of **controversy over** abortion in the US.
- Alice Walker writes about the **controversy surrounding** the film version of her novel, 'The Color Purple'.
- There is some **controversy among** biologists **about** whether this is actually true.

3. Causing disagreement

contentious *adjective* a formal word used to describe statements and situations that cause a lot of disagreement and argument:

- Water has been a **contentious issue** between Turkey and its neighbours for years.
- One particularly **contentious area** in the field of health and safety is the valuation of human life itself.

controversial *adjective* causing a lot of disagreement among people, with strongly opposing opinions being expressed in newspapers, in books, on television etc:

- The use of genetic tests is a **controversial issue**.
- The judge's decision was **highly controversial** at the time.

- Oliver Cromwell remains a somewhat **controversial** historical **figure**.

divisive *adjective* causing arguments between people and making them form into two opposing groups:

- The war was extremely **divisive**.
- Same-sex marriage remains a **divisive** issue in many parts of the US.

Effects

*see also **Causes**

1. Words meaning effect
2. To affect something or someone

1. Words meaning effect

effect *noun* [uncountable and countable] a change caused by something:

- She was one of the first scientists to study the **effects of** radiation **on** the human body.
- At first, the treatment seemed to **have** no **effect**.
- Some people believe that television has a **positive effect** on our lives, while others think that it has a **negative effect**.
- Building hundreds of new homes is likely to have an **adverse effect on** the environment. (=a bad effect)
- The food we eat has a **significant effect upon** our mental ability. (=an important and noticeable effect)
- The decision could have **far-reaching effects**. (=on a lot of things or people)

STUDY NOTE: Grammar

Don't forget that **effect** is a noun and **affect** is a verb.

impact *noun* [uncountable and countable] the effect that something has, especially a big and permanent effect that happens as a result of something important:

- In practice, the change in the law did not **have** much **impact**.
- His work has had an **enormous impact on** the study of genetics. (=a very big impact)
- The war had a **devastating impact on** the country's industries. (=it caused a great amount of damage)
- Population growth will have a **profound impact upon** world demand for food. (=a very big impact)

influence *noun* [uncountable and countable] the effect that something has on people's opinions or behaviour, or on how something develops:

- In his book, McLuhan examines the **influence of** the media on our society.
- The English philosopher Thomas Hobbes **had a considerable influence on** Spinoza.
- For much of the 20th century, Berlin **exerted** a unique **influence on** the world. (=it had a unique influence)

STUDY NOTE: Grammar

The usual preposition to use with **effect**, **impact**, or **influence** is **on**. In formal English, people also use **upon** with the same meaning.

side effect *noun* [countable] an unwanted effect that something has in addition to its good effects. **Side effect** is used especially about drugs and medical treatment:

- Experts warn that this is a powerful drug which can have dangerous **side effects**.
- Common **side effects** of the treatment include headaches and muscle pains.

aftereffects *noun* [plural] bad effects that continue for a long time after the thing that caused them:

- The country is still suffering from the **aftereffects** of war.
- The **aftereffects** of the illness can last for months.

knock-on effect *noun* [uncountable and countable] a British English phrase, used when something has an effect on something, which then has an effect on something else:

- The strikes are likely to have a **knock-on effect on** the whole economy.
- If one flight is delayed, it can have **knock-on effects on** the other flights.

repercussions *noun* [plural] the bad effects that happen later as a result of an event, which continue for a long time afterwards:

- It was a major economic crisis with serious social and political **repercussions**.
- The scandal could have serious **repercussions for** her political career.

implications *noun* [plural] the possible effects that something is likely to have in the future:

- The results of the study could have **important implications for** future educational policy.
- Some people believe that the increase in air travel will have serious **implications for** the climate.

2. To affect something or someone

affect *verb* [transitive] to have an effect on something or someone:

- The disease **affects** women more than men.
- The island was **badly affected** by last month's storms.
- Smoking while you are pregnant can **seriously affect** the health of your unborn baby.
- Noise from the airport is **adversely affecting** the quality of life for local residents. (=it is having a bad effect on their lives)

be bad for to have a bad effect on someone or something:

- When companies close down it **is bad for** the local economy.
- Studies have shown that eating some types of fish can **be bad for** you.

be good for to have a good effect on someone or something:

- Mr Blair's speech contained analysis of how environmental action can **be good for** the economy and for business.
- Bread, especially brown bread, **is good for** you.

Impact / impact on *verb* [intransitive and transitive] to affect something. **Impact** is used as a verb especially in business English:

- The recession in the US has **negatively impacted** sales of luxury cars. (=it has had a bad effect on sales)
- The new regulations will **significantly impact on** the way food companies operate. (=they will have an important and noticeable effect)

make a difference to have a noticeable effect on a situation:

- New drugs have **made a big difference** in the treatment of some forms of cancer.
- In practice **it makes very little difference** which type of oil you use.
- Choosing the right wine **can make all the difference** to a meal. (=the right choice will make it a very enjoyable meal)

influence *verb* [transitive] to have an effect on the way someone behaves or thinks, or on the way a situation develops:

- There is no convincing evidence that advertising **influences** total sales of alcohol.
- Morgan was **heavily influenced** by Darwin's ideas on evolution. (=he was greatly influenced by them)
- Levels of ozone are **strongly influenced** by annual variations in the weather.

Emphasizing

1. What you say when emphasizing that something is important
2. Ways of emphasizing one person or thing more than others
3. To emphasize something

1. What you say when emphasizing that something is important

I would like to stress that used when you want to emphasize that something is important:

- **I would like to stress that** the research is still at an early stage.
- **I would like to stress that** the characters in this poem bear no resemblance to real people.

it should be noted that a formal phrase used especially in articles and essays, when you want to emphasize that something is important:

- **It should be noted that** there are a number of alternative methods available.
- **It should be noted that** the general trend of increasing unemployment has continued over a number of years.

it is worth bearing in mind that used when you want to emphasize that it is important to remember something when you are considering a subject:

- **It is worth bearing in mind that** 90% of the scientists researching herbicides in the US are employed by chemical companies.

crucial *adjective* if something is **crucial**, it is extremely important:

- Burgin distinguishes between photographic theory and photographic criticism (Burgin 1982). This distinction is **crucial**.
- Factors such as temperature and acidity **play a crucial role** in determining how well the process works.

crucially **Crucially**, it was claimed that there was an increase in childhood cancers in areas surrounding nuclear power stations.

vital / essential *adjective* if something is **vital** or **essential**, it is extremely important, because without it there could be serious problems:

- These insects play a **vital** part in the food chain.
- **It is essential that** the work is carried out as soon as possible.

2. Ways of emphasizing one person or thing more than others

especially / particularly adverb:

- The climate is much colder, **especially** in the far north.
- There has been a big increase in alcohol consumption, **particularly** among young women.
- It is often mixed with other fibres, **particularly** cotton.
- He was very much influenced by Picasso, **especially** when he was young.

STUDY NOTE: Grammar

Especially and **particularly** are usually used before a noun phrase or at the beginning of a clause.

in particular used when you want to mention one person or thing that is more important than others or more affected by something than others:

- In the USA **in particular**, large numbers of ordinary citizens lost money by investing in internet companies.
- The work of Sally Mann, **in particular**, has made us question representations of children and childhood.
- One of the biggest environmental issues was the movement of hazardous waste. **In particular**, there was concern about rich, industrialized countries exporting such waste to poor developing countries.

STUDY NOTE: Grammar

In particular is usually used after a noun phrase. It can also be used at the beginning of a sentence.

notably *adverb* used when saying that someone or something is an important example of something. **Notably** is a formal word, which is used especially in articles and essays:

- Some economists, most **notably** J. M. Keynes, recommended increasing government spending in times of recession, in order to stimulate the economy.
- In 1950, half the world's ships were built in the UK (**notably** in Liverpool, Sunderland, Belfast and Glasgow).

above all used when emphasizing that something is more important than the other things you have mentioned:

- Cycling is not only pollution-free but also flexible, cheap, and **above all**, healthy.
- Try to find out if your daughter has any other worries or problems. **Above all**, show her that you care and will give her all the support and help you can.

most of all more than anyone or anything else:

- America had become an importer of copper, lead, zinc, and **most of all**, oil.
- **Most of all**, we need an approach that works.

most importantly / most significantly:

- Perhaps **most importantly**, the nation seemed to have lost its pride and its sense of direction.
- The 18th century was a period of enormous social change. **Most significantly**, the Agricultural Revolution drove large numbers of workers into the cities.

3. To emphasize something

emphasize / stress *verb* [transitive] to say firmly that something is particularly important:

- In their report, they **emphasized** the need for better police training.
- She **stresses that** death is not always the aim of those who try to commit suicide.

highlight *verb* [transitive] to show that something such as a problem or fact is particularly important, especially by providing new information about it:

- This case **highlights** some of the problems associated with patients travelling long distances for treatment.
- Campbell is more concerned with **highlighting** the issues involved, rather than providing solutions.

underline / underscore *verb* [transitive] to show clearly that something is true:

- The high rate of mortality **underlines** the need for a greater understanding of the causes of the disease.
- Studies and statistics **underscore** the fact that much of the country's wealth is in the hands of a tiny minority.

draw attention to to say that something is important and needs to be considered, or to make people realise that something is important:

- A number of writers have **drawn attention to** this fact.
- The study was one of the first to **draw attention to** the problems faced by severely disabled adults.

point up *phrasal verb* to write about something in a way that shows it is very important:

- The report **pointed up** the need for more research on the subject.

Explaining

1. What you say when you are explaining something
2. Words meaning to explain something

1. What you say when you are explaining something

this means that / which means that used when saying what the results or effects of what you have just said are:

- Computer technology is constantly being improved. **This means that** the computer that you have just bought will probably be out of date in only a few months' time.
- There is a shortage of hospital doctors, **which means that** patients often have to wait a long time for treatment.
- The bank's current interest rate is 3.5%. **This means that** for every £100 you have in your savings account, you will get £3.50 in interest.

STUDY NOTE: Grammar

You use **This means that** at the beginning of a sentence. You use **which means that** at the beginning of a clause.

that is used when explaining the meaning of the previous word or phrase, by giving more information:

- The book is about art in the modern period, **that is**, art since 1900.
- Her son suffers from Attention Deficit Hyperactivity Disorder. **That is**, he finds it difficult to pay attention or stay quiet for more than a short period of time.

ie /i.e. used when explaining the meaning of the previous word or phrase, by giving more information:

- The new law will come into force at the end of next month, **ie** March 31st.
- There has been a decline in the number of 'good' jobs, **i.e.** ones that are highly skilled and well-paid.

STUDY NOTE: Grammar

ie is the abbreviation for **id est**, which is Latin for **that is**.
In formal essay writing, it is usually better to use **that is**.

in other words / to put it another way used when saying something in a different way, either in order to explain it more clearly, or to emphasize the point that you want to make:

- Average incomes fell, while the incomes of the top 20 percent of the population increased. **In other words**, the rich got richer.
- In a democracy, the government must be accountable to the people. The people should, **in other words**, be able to get rid of their rulers through elections.
- Using this software would offer a 15% saving in space. **To put it another way**, this will mean an extra 12Gb free on an 80Gb disk.

to put it simply used when saying something in a simple way so that the reader can understand what you mean:

- What the treatment aims to do, **to put it simply**, is to make the skin grow back over the wound.
- A romantic novel should demand a certain level of emotional involvement on the part of the reader. **To put it simply**, the novel should not just describe a love relationship; it should allow the reader to participate in it.

specifically *adverb* used when saying exactly what you are referring to, when you are explaining something:

- Several prisoners reported some kind of physical abuse. **Specifically**, 42 were beaten; eight were roughly handled; and four more were forced to remain standing for hours at a time.
- What we need is a stable economic climate that encourages companies to invest on a long-term basis. **More specifically**, we need to get rid of the current high taxes on investment income.

2. Words meaning to explain something

explain *verb* [intransitive and transitive] to give someone the information that they need in order to understand something:

- He was the first scientist to **explain how** the process of evolution works.
- The book begins by **explaining** the difference between psychology and psychiatry.
- There are a number of theories which seek to **explain why** (=try to explain why) zebras have stripes.

give / offer / provide an explanation to explain something:

- He attempts to **give** a simple **explanation** of his theory.
- It is possible that some recent research by NASA scientists could **offer an explanation** for this phenomenon.
- They were unable to **provide** a satisfactory **explanation** for their behaviour.

set out *phrasal verb* to explain facts, reasons, plans etc by stating them clearly and in a carefully planned order:

- He **sets out** his plans for an ideal Roman city in the first volume of his work.
- The document **sets out** exactly **how** the money will be spent.

go through *phrasal verb* to explain all the details about something in the right order, so that someone can understand it:

- She begins her article by **going through** all the reasons why people have opposed the use of nuclear energy.

outline *verb* [transitive] to explain the main ideas about something, without giving all the details:

- In his introduction, Piaget **outlines** the four main stages in a child's development.
- The purpose of this chapter is to **outline** the basic principles which form the foundations of the English legal system.

expand on *phrasal verb* to add more details or information to what has already been said:

- Melville saw the ocean as the source of all life. He **expands on** this idea in his novel, 'Moby Dick'.
- The author **expands on** this theme **at length** (=writes a lot about it).

clarify *verb* [transitive] to make something clearer:

- This chapter aims to **clarify** some of the most important issues in genetics today.
- In his speech the prime minister attempted to **clarify** his position on economic reform.

Giving Example

1. What you say when giving an example
2. What you say when there are a lot of other examples of something
3. To give something or someone as an example

1. What you say when giving an example

for example used when giving an example of the kind of thing that you have just mentioned:

- People watch huge amounts of television. In the United States, **for example**, many children spend more hours watching television than they do attending school.
- A lot of English words come from Latin. **For example** 'homicide' comes from the Latin words 'homo' (=man) and 'cidium' (=killing).

STUDY NOTE: Grammar

In essays, **for example** is often used later on in a sentence, rather than at the beginning: The influence of Eastern music can be heard in Western classical music, **for example** in the piano works of Debussy.

The abbreviation of **for example** is **eg**. In formal essays you usually use the full phrase **for example**.

for instance means the same as **for example**, but it is slightly less formal:

- Our climate is already showing signs of change. Last year, **for instance**, was one of the hottest summers on record.
- There is a great deal we can do to reduce the amount of pollution we produce. **For instance**, we can use our cars less, and use public transport instead.

particularly / in particular *adverb* used when saying that something is especially true about someone or something:

- Tourism is very important for the economy, **particularly** in the south of the country.
- His work had a big influence on Picasso **in particular**.

be a good / typical / classic / obvious etc example:

- The United Kingdom is a **good example** of a country that consists of several smaller states.
- Her case is a **classic example** of this kind of problem.

be a case in point used when saying that something is a very good and relevant example of the kind of thing that you have just mentioned:

- Many native English plants and animals are under threat. The red squirrel is a **case in point**.
- The government has consistently ignored basic human rights. **A case in point** is the recent killing of 10 political prisoners.

take / consider *verb* [transitive] used when you are about to talk about a particular situation that you want to show as an example:

- Science has yet to answer some important questions. **Take, for instance**, (=consider the following example) the theory that the universe started with the 'big bang'. What came before the big bang?
- Many students are bored with their studies. **Consider** the case of Christina. She is a hard-working student who plans to go to college. Yet she says of her education, "It's not like I'm thinking a lot here."

STUDY NOTE: Grammar

Take and **consider** are always used at the start of a sentence.

by way of illustration *a formal phrase*, used especially when you are going to give a long example that shows what you mean:

- Revolutions often lead to dictatorships. **By way of illustration**, consider the events that followed the French Revolution.
- Plants have been used in Cambodia in many ways for many centuries. **By way of illustration**, of the 2,300 species of plants in Cambodia, approximately 40 percent have a traditional use, primarily as food and medicine.

be shown by used when giving an example which shows that what you are saying is true:

- The people who live there are quite rich. **This is shown by** the size of their houses.
- Metal tools were produced here for thousands of years, **as is shown by** weapons discovered in ancient tombs.

this is true of / this was true of used when giving an example which shows that what you are saying is true:

- Many writers have suffered from discrimination. **This was true of** Oscar Wilde, and also of André Gide.

2. What you say when there are a lot of other examples of something

such as used when giving one or two typical examples of the kind of thing or person that you mean, when there are many other examples:

- The factory produced electrical goods **such as** washing machines and cookers.

- Girls do better than boys in subjects **such as** English.

STUDY NOTE: Grammar

Such as does not usually have a comma before it, whereas **for example** and **including** usually do.

including *preposition* used when you want to give examples of the kinds of thing that something includes:

- She has many interests, **including** opera and ballet.
- The company produces 340 drugs and cosmetic products, **including** penicillin, antibiotics and aspirins.

to name but a few used after examples of something, when saying that there are many more that you could mention:

- He wrote several famous books: '1984', 'Animal Farm', and 'The Road to Wigan Pier', **to name but a few**.

etc / et cetera *adverb* used when you want to say that there are many other examples of other things of the same kind:

- It is best to avoid tea, coffee, alcohol **etc**.

STUDY NOTE: Grammar

In formal essays it is better not to use **etc**, and to rephrase the sentence using **such as**:
It is best to avoid drinks **such as** tea, coffee, or alcohol.

Do not use **eg** and **etc** in the same sentence.

3. To give something or someone as an example

give the example of something / give something as an example:

- The writer **gives the example of** Johnny Saxon who, three years after winning the world boxing title, was charged with burglary.
- He **gives as an example** the island of Aru in southeast Indonesia, where the number of turtles has decreased dramatically.

cite *verb* [transitive] a formal word meaning to give something or someone an example:

- She **cites** a survey last year, which showed that 84 percent of shoppers would be prepared to return containers to retailers if supermarkets set up a suitable system.
- Sendak **cites** Tolstoy as an example of an author who needs no illustrator.

Giving Exceptions

1. Ways of saying that something or someone is an exception
2. Someone or something that is not included

1. Ways of saying that something or someone is an exception

except *preposition* used when saying that a statement does not include a particular person or thing:

- The office is open every day **except** Sundays.
- Most of the critics liked the play, **except for** one critic on the Los Angeles Times.
- **Except for** a few years in the early sixties and seventies, inflation has been a continuing feature of American life since World War II.
- The area looks very much like the state of Iowa, **except that** it is surrounded by beautiful snow-covered mountains.
- **Except in** an emergency, these doors must remain closed.

STUDY NOTE: Grammar

Except and **except for** mean the same thing. You can use **except for** and **except in** at the beginning of a sentence. Otherwise, **except** does not come at the beginning of a sentence.

apart from / aside from *preposition* used when mentioning one or two things that do not fit the main thing that you are saying, especially when they are not very important:

- **Aside from** one or two minor errors, this is an excellent piece of research.
- The films were all made in Hollywood, **apart from** one, which was made in the UK.
- The weather was not very good in the first week. **Apart from that**, it was a good holiday.

excluding / not including *preposition* used when saying that something, especially a total number or amount, does not include a particular thing or person:

- The software costs \$49.95, **not including** tax.
- **Excluding** students, the total number of unemployed rose from 2 million to 2.3 million.

STUDY NOTE: Grammar

Excluding is more formal than **not including**.

with the exception of / with one exception formal phrases used when you want to emphasize that something does not include a particular thing or person:

- Denmark has more wind turbines than any other place in the world, **with the exception of** California.
- **With the exception of** skin cancer, breast cancer is the most common cancer among women.
- The prisons are, **with one exception**, overcrowded and lacking in facilities for prisoners.

but *preposition* used especially after **nothing, no one, any, anyone, anything, all, everything** and **everyone**, when saying that something is the only thing, or someone is the only person:

- There is **nothing but** trees, for mile after mile.
- The garment covers **everything but** the eyes.
- **All but a few of** her family died of the disease.

other than a phrase meaning except, used especially in negative sentences:

- He had no interests **other than** teaching.
- No one **other than** her knew about the plan.
- Daley has said little about his childhood, **other than that** it was happy and normal.
- Some airlines will not allow you to take pets **other than** dogs, cats and birds.

in a few cases / in a small number of cases used when emphasizing that something only happens a few times or to a few people:

- **In a few cases** the information has gone missing from the files.
- Surgery can only help **in a small number of cases**.

2. Someone or something that is not included

exception *noun* [uncountable and countable] someone or something that is different from the others and cannot therefore be included in a statement:

- The health of most of the patients improved, although there were one or two **exceptions**, (=one or two patients did not get better)
- Apart from a few **minor exceptions** (=unimportant exceptions), the two countries' legal systems are very similar.
- Not many first-rate writers have written about film. **A notable exception** (=an important exception) is Grahame Greene, who reviewed movies regularly between 1935 and 1940.
- All societies, **without exception**, share the same characteristics. (=used when saying that there are no exceptions)

Giving Opinions

*see also **Agreeing**, **Disagreeing**

1. What you say when giving your opinion about something
2. Ways of saying what another person's opinion is
3. To say what your opinion is about something

1. What you say when giving your opinion about something

in my opinion / in my view used when giving your opinion about something:

- Their concerns are, **in my opinion**, fully justified.
- **In my opinion**, the cathedral is one of the world's most beautiful churches.
- **In my view**, the court made the right decision.

STUDY NOTE: Grammar

Don't say 'According to my opinion' when you mean **in my opinion**.

I think that used when giving your opinion about something:

- **I think that** everyone should be able to own their own home.
- **I think that** hunting should be banned.

STUDY NOTE: Grammar

In formal essay writing, people often try to avoid using phrases with 'I' or 'me', and use more impersonal phrases such as **in this writer's view** or **in this writer's opinion**.

When you are writing essays, it is a good idea to quote another writer to support your argument, rather than just say **I think that** ... This will give your argument much more authority.

For example: *As Hobsbawm (1969) has pointed out, the rise of the cotton industry created a huge demand for cotton goods.*

in this writer's view / opinion used in formal essays when giving your opinion:

- **In this writer's view**, the present system is in need of reform.
- **In this writer's opinion**, the arguments against using nuclear energy are overwhelming.

it seems to me that used when saying that you think that something is probably true. You use this especially when you have considered a situation carefully and want to give your overall opinion about it:

- **It seems to me that** there is some truth in her argument.

I believe that used about strongly held beliefs, for example about moral issues:

- **I believe that** the death penalty is morally wrong.

2. Ways of saying what another person's opinion is

somebody's opinion / view is that used when saying what another writer's opinion is about something:

- The judge's **opinion was that** she was fit to stand trial.
- **His view is that** consumers should be told the whole truth about the product they are buying.
- **The general opinion is that** the combined vaccine works better. (=most people think this)

in somebody's opinion / view used when saying what another writer's opinion is about something:

- The important thing, **in Galileo's opinion**, was to accept the facts and build a theory to fit them.
- Criticism is quite different, **in Barthes's view**, from ordinary reading.
- **In his opinion**, the portrait painter seeks to capture the moment when the model looks most like himself or herself.

be of the opinion that / take the view that to have a particular opinion. These are formal phrases:

- Until then, most scientists **were of the opinion that** these variations in weather were compatible with established climate patterns.
- Levitt **takes the view that** low prices are the key to marketing success.

have / hold an opinion to have a particular opinion:

- Everybody **has** a different **opinion of** what America represents.
- They **held** the same **opinions on** many issues.
- Voters tend to **have a low opinion of** politicians. (=think they are not very good)
- Teenage girls generally **have a higher opinion of** themselves as learners than boys, according to a recent study. (=they think that they are better)

for somebody *preposition* used when saying what someone's opinion is, especially when this is a general opinion which also affects their other ideas about a subject. **For somebody** is usually used at the beginning of a sentence:

- **For Chomsky**, language is an abstract system of rules which is used by human minds for transmitting and receiving ideas.
- **For Vygotsky**, social factors play a fundamental role in intellectual development.

as far as somebody is concerned used when you want to emphasize that you are talking about the opinion of a particular person or group:

- **As far as** he **was concerned**, the failure showed the limits of military intervention.
- The election was a formality **as far as** the ruling party **was concerned**.

from sb's point of view used when saying what someone's reaction to something is, based on how it affects them:

- **From** their **point of view**, the system worked quite well.
- It is important to consider the situation **from the point of view of** the ordinary man in the street.

3. To say what your opinion is about something

give / express / voice an opinion to say what you think about something:

- Other writers have **expressed** similar **opinions on** the subject.
- In his speech he was simply **voicing** an **opinion** that was held by many people at the time.
- The commission has yet to **give its opinion on** the matter.

STUDY NOTE: Grammar

Express and **voice an opinion** are more formal than **give an opinion**, but mean the same thing.

make your views known (about something) to tell people about your opinions, especially so that they can be considered when making decisions about something that affects you:

- Old people seldom have the opportunity to **make their views known**.

Giving Reasons

*see also **Causes**, **Listing** and **Ordering**

1. What you say when giving reasons for something
2. Words meaning reason
3. A reason that does not seem believable

1. What you say when giving reasons for something

because *conjunction* used when giving the reason for something:

- The idea was rejected **because** it was too expensive.
- They were discriminated against **because of** their colour.
- **Because** many old people are on low incomes, they are often unable to afford adequate heating in the winter.

STUDY NOTE: Grammar

When writing essays, you don't usually use **because** at the beginning of a sentence when you are referring back to the previous sentence. For example, instead of writing "Many firms are building factories there. Because wages are much lower." it is much better to write: *Many firms are building factories there because wages are much lower.* But if the two sentences you want to connect are very long, you can write **The reason is** or **The reason for this is** at the start of a second sentence.

the reason (for this) is used when giving the reason for something, especially when the explanation is quite long:

- These printers quickly achieved a market share of over 60%. **The reason for this is** that the technology they use is much simpler — and therefore cheaper — and running costs are lower.

why *conjunction* used when writing about the reason that causes something to happen:

- No one knows **why** the dinosaurs died out so suddenly.
- There are many **reasons why** people are having fewer children.
- Girls mature earlier than boys. **This may explain why** they perform better at school.

in order to so that someone can do something, or so that something can happen:

- Many criminals steal **in order to** get money to buy drugs. (=the reason they steal is so that they can buy drugs)

STUDY NOTE: Grammar

In order to is typically used in formal English. In less formal contexts, you often just use **to**, for example: I wanted to go to France **to** improve my knowledge of the language.

for *preposition* because of a particular reason:

- Most people go there **for** sightseeing.
- The names cannot be published **for** legal **reasons**.
- The data will be used **for** research **purposes**.

through *preposition* used when explaining why someone succeeded or failed:

- She got the job **through** hard work. (=because she worked very hard)
- The records were lost, either **through** carelessness or incompetence.

as a result of used when explaining what made something happen:

- Sea levels are rising **as a result of** global warming.
- **As a result of** his work, illnesses such as tuberculosis can now be treated.

due to / owing to *preposition* used to give the reason why something has happened:

- She resigned **due to** ill health.
- The number of songbirds has declined. This is **partly due to** modern farming methods.
- **Owing to** lack of public interest, the programme was abandoned.

2. Words meaning reason

reason *noun* [countable] why something happens or why someone does something:

- There were two main **reasons for** his success.
- 39% of workers gave poor working conditions as **a reason for** leaving their previous job.
- The **reasons why** this happens are as follows.
- The **reason that** sales have not increased is that we had a very cold summer.
- There are **good reasons for** believing that the Earth has not increased in size during the past 500,000 years.

explanation *noun* [countable] a set of reasons that is intended to help you understand why something happens:

- Scientists have **offered** several possible **explanations for** these results.
- No one has ever really **provided** a satisfactory **explanation** of how children learn language.

motive *noun* [countable] the reason that makes someone decide to do something, especially something dishonest:

- There may have been a political **motive for** the killing.
- Some people have questioned the **motives behind** the decision.

grounds *noun* [plural] a reason that makes it right or fair for someone to do something. You use grounds especially when saying that it seems justified to think that something is true, or when an action is justified according to official rules:

- There are strong **grounds** for believing that what he says is true.
- The latest crime statistics **provide** some **grounds for** optimism.
- He was refused permission to stay **on the grounds that** he had entered the country illegally. (=for that reason)
- They recommended joining the EU **on** purely economic **grounds**. (=only for economic reasons)

argument *noun* [countable] a reason or set of reasons that someone uses to try to persuade another person to agree with them:

- There are **strong** environmental **arguments for** limiting car use.
- One of the main **arguments against** the death penalty is that an innocent person could accidentally be executed.
- I do not agree with the **argument that** experiments are necessary on live animals.
- There is little evidence to **support** their **argument**.
- He was the first person to **put forward** this **argument**. (=to suggest this set of reasons)

rationale *noun* [countable usually singular] a series of reasons that someone uses to explain why they need to do something in a particular way:

- All organisations need a **rationale for** dividing up their work.
- In the first part of the book I will attempt to provide a **rationale for** such an approach.
- The document outlines the **rationale behind** the government's economic reforms.

justification *noun* [uncountable and countable] a reason why you think it is right to do something, especially something that seems wrong or unfair to other people:

- The US government's **main justification for** the war was that they wanted to bring democracy to the country.
- **There is**, he states, **no justification for** killing another human being under any circumstances.

basis *noun* [countable] the main ideas, reasons, arguments etc on which something is based:

- There is no scientific **basis for** such beliefs.
- Piaget provided a theoretical **basis for** studying children's mental behaviour.
- Newton's work **forms the basis of** much of modern physics.

3. A reason that does not seem believable

pretext *noun* [countable] a false reason that someone gives in order to hide their real reason for doing something:

- They used religion as a **pretext for** their activities.
- People were sent to prison or labour camps **on the flimsiest of pretexts**. (=for reasons that seem very unlikely and difficult to believe)
- Police went into the area **under the pretext of** looking for drug dealers. (=using this as a reason)

excuse *noun* [countable] a reason that you give to try to explain why you did something bad, especially one that is not true:

- Poverty should not be seen as an **excuse for** crime.
- The soldiers' **excuse** was **that** they were only obeying orders.
- People are tired of listening to the same old **feeble excuses**. (=excuses that seem very weak and not believable)

Increasing

* opposite **Decreasing**

1. To increase
2. To make something increase
3. An increase
4. When something does not increase, or stops increasing

1. To increase

increase *verb* [intransitive] to become larger in number, amount, price, or value:

- Last year, the number of burglaries **increased by** 15 percent.
- The percentage of households with a computer **increased from** 32.9% to 52%.
- The world's population is **increasing at a rate of 91** million people each year.
- Land prices have **increased dramatically** during the last thirty years. (=by a surprisingly large amount)
- The ratio of women to men in management positions has been **increasing steadily**. (=more women are becoming managers)

rise / go up *verb* [intransitive] phrasal verb to increase. **Rise** and **go up** are used especially about numbers, prices or temperatures. They can also be used about the level or standard of something:

- Fuel prices **rose by** over 10 percent.
- Last month unemployment **went up from** 1.6 million **to** just over 1.7 million.
- Crime rates have **risen sharply** in inner city areas. (=they have increased by a large amount in a short time)
- World demand for oil is **rising steadily** at around 2 percent a year.
- Sea temperatures have been **rising gradually** over the past 30 years.
- Living standards have **gone up dramatically**. (=by a surprisingly large amount)

STUDY NOTE: Grammar

Rise is more formal than **go up**.

If you want to say that something 'has increased', you can say that it **is up**, for example:
*Profits **are up by** almost 50%.*

grow *verb* [intransitive] to increase, especially gradually over a period of time. **Grow** is used about numbers or amounts, or about the total amount of business or trade:

- The volume of traffic on our roads continues to **grow**.
- The economy is **growing by** about 2.5% a year.

- Since 1990, U.S. imports of foreign goods have **grown at a rate of** 7.7 percent per year.

double / triple /quadruple *verb* [intransitive] to become twice as much, three times as much, or four times as much:

- Since 1950, the number of people dying from cancer has almost **doubled**.
- During the last 15 years, earnings have **tripled** for men and **doubled** for women.
- The production of maize **quadrupled**.

expand *verb* [intransitive] to become larger in size, or to include a wider range of activities:

- After two years of no growth, the economy started to **expand** again in 2003.
- The report estimates that up to 40,000 plants could die out if the population **expands from** 6 billion to 8 billion by 2020, as currently predicted.

soar *verb* [intransitive] to increase and reach a very high level. Soar is used about numbers and amounts, or about people's feelings and attitudes, and is especially used in journalism:

- Interest rates **soared to** over 100 percent.
- The rumours **sent** house prices **soaring**. (=made them increase to a very high level)
- The president's popularity **soared**. (=he became extremely popular)

escalate *verb* [intransitive] to increase to a high level. **Escalate** is used about things that you do not want to increase such as costs, crimes, or violence:

- Energy costs have **escalated**.
- The violence began to **escalate** and the demonstrators started attacking the police.

STUDY NOTE: Grammar

The **-ing forms** of many of these verbs can also be used as adjectives, for example: the **increasing** demand for cheap goods

- **rising** unemployment
- the **growing** problem of industrial pollution
- **soaring** inflation
- **escalating** fuel costs

2. To make something increase

increase *verb* [transitive] to make something become larger in number, amount, price, or value:

- The company wants to **increase** the number of phones it sells in the UK.
- Smoking **increases** the risk of a heart attack **by** almost ten times.

raise *verb* [transitive] to increase prices, taxes, rents etc. **Raise** is also used about increasing levels and standards:

- The government will either have to **raise** taxes or reduce spending.
- The price of a barrel of oil was **raised to** over \$30.
- The government says that it wants to **raise** standards in schools.
- Saturated fats, which are found mostly in animal products, **raise** the level of cholesterol in the blood.

STUDY NOTE: Grammar

Don't confuse **rise** and **raise**. Don't say 'I don't think it would be a good idea to **rise** cigarette prices'. Say: *I don't think it would be a good idea to **raise** cigarette prices.*

Raise is more formal than **put up**.

put up *phrasal verb* to increase prices, taxes, rents etc:

- The company plans to **put up** the price of the drug by up to 20 percent.
- In the long term, unless the economy recovers, the government will be forced to **put up** taxes.

double / triple / quadruple *verb* [transitive] to increase the amount of something so that it is twice, three times, or four times as much:

- The United States has more than **doubled** the amount of aid it gives to developing countries.
- The company hopes to **triple** the size of its packaging business.

expand *verb* [transitive] to increase something so that it includes a wider range of things, or to increase the size of a business:

- The college is **expanding** its range of courses.
- Within a few months she **expanded** the business and took over a computer firm employing 120 people.

boost *verb* [transitive] to increase sales, profits, or the production of something, especially when they have been lower than you want them to be:

- Farmers can **boost** their profits by selling direct to customers.
- The hot weather has **boosted** sales of ice cream.
- Scientists are helping to **boost** rice production using genetically modified rice.

extend *verb* [transitive] to increase your power or influence, or to increase the number of things that you are involved in:

- The US wants to **extend** its influence in the region.
- Banks are **extending** the scope of their activities and are offering services such as insurance and advice on investments.

step up *phrasal verb* to increase your efforts or activities, especially in order to change a situation:

- The UN Security Council has **stepped up** the pressure on the Sudanese government to end the fighting.
- The organization is **stepping up** its campaign to persuade drivers to leave their cars at home and take public transport.

add to *phrasal verb* to cause something to increase in cost or value, or to cause a situation to become worse or more difficult:

- Rising fuel prices will **add to** the cost of basic goods.
- A new kitchen can **add to** the value of your home.
- The swarms of mosquitoes only **added to** their problems.
- Just **to add to the confusion**, there are several other common names for this plant.

3. An increase

increase *noun* [uncountable and countable] an occasion when the amount or number of something becomes bigger:

- There has been a **significant increase** in the number of people living alone.
- England's countryside is under threat from a **massive increase in** (=a very big increase) traffic.
- Profits rose by \$2million. **This represents an increase of** 13.4 per cent compared to the previous year.

STUDY NOTE: Grammar

The usual preposition to use with **increase** is **in**. Don't say 'the increase of the earth's temperature'. Say: *the **increase in** the earth's temperature*. You use **of** with numbers, for example: *an increase of 15%*.

growth *noun* [singular, uncountable] an increase in the number, size, or importance of something. **Growth** is also used when saying that a company or a country's economy becomes more successful:

- There has been a **huge growth in** sales of big 4-wheel-drive vehicles.
- Many people are concerned about the **enormous growth in** the world's population.
- The astonishing **growth of** the Internet has had a dramatic effect on people's lives.
- Japan experienced a period of **rapid economic growth**.

rise *noun* [countable] an increase in the amount of something, or in the standard or level of something:

- The latest figures show a **sharp rise** (=a sudden big rise) in unemployment in the region.
- There was a 34 percent **rise in** the number of armed robberies.
- The majority of families experienced a **rise in** living standards.
- The instruments showed a **dramatic rise** (=a surprisingly large increase) **in** the level of radioactivity. Something was clearly going wrong.

STUDY NOTE: Grammar

In American English, a **raise** is an increase in someone's salary. In British English, this is usually referred to as a **pay rise**.

build-up *noun* [countable usually singular] a gradual increase in something harmful, dangerous, or worrying:

- The use of fossil fuels is causing a **build-up of** carbon dioxide in the atmosphere, which contributes to the greenhouse effect.
- She had a **build-up of** fluid on her knee.
- The crisis led to a big **military build-up**. (=the size of the army was greatly increased, especially in preparation for war)

surge *noun* [countable usually singular] a sudden increase in something such as profits, demand, or interest:

- There has been a big **surge in** demand for organically grown food.
- We have seen a tremendous **surge of** interest in Chinese medicine.

explosion *noun* [countable] a sudden very large increase in the amount or number of something:

- The country experienced a **population explosion**.
- There has been an **explosion in** the number of fast food restaurants.
- The book caused an **explosion of** interest in Renaissance Italy.

boom *noun* [singular] a sudden large increase in trade, profits or sales, with the result that a country, company, or industry becomes very successful. **Boom** is also used about a sudden increase in interest in something, with the result that it becomes very popular:

- the German **economic boom** of the 1960s
- the internet **boom**
- There has been a **boom in** sales of diet books and videos.

4. When something does not increase, or stops increasing

remain constant/stay the same to continue to be at the same level or rate and not change:

- Her rate of breathing **remained constant**.
- The deer population has **remained constant** for many years.
- His weight **stayed the same**.

STUDY NOTE: Grammar

Remain constant is more formal than **stay the same**.

peak / reach a peak *verb* to stop increasing, after reaching a high level:

- Inflation **peaked at** 25%.
- The number of cases of the disease **reached its peak**.

level off / out *phrasal verb* to stop increasing, and remain at the same level:

- Car sales in Japan **levelled off** in September after months of continued growth.
- Statistics show that the number of work-related deaths appears to be **levelling off at** 1.6 per 100,000 employees.

Linking Parts Of A Sentence

1. Words meaning **'and'** or **'also'**
2. Words meaning **'because'**
3. Words meaning **'but'** or **'although'**
4. Words meaning **'if'**
5. Words meaning **'in order to'**
6. Words meaning **'or'**
7. Words meaning **'therefore'**

1. Words meaning **'and'** or **'also'**

and *conjunction* used when joining two words or clauses in one sentence, or in one part of a sentence:

- She studied physics **and** biology at university.
- The information was checked **and then** rechecked.
- His stay in London was **both** happy **and** successful.

STUDY NOTE: Grammar

Don't use **and** at the beginning of a sentence

also *adverb* used when adding another fact about someone or something, or when mentioning another person or thing:

- Smoking causes lung cancer. It has **also** been linked to heart disease.
- Although most of her books are for adults, she **also** writes for children.
- The country's mineral resources consist **not only** of diamonds **but also** of oil. (=used when you want to emphasize that something else is also important)

STUDY NOTE: Grammar

Don't write 'also can'. For example, don't write '~~You also can go~~ swimming, walking or cycling.' when you mean: **You can also go** swimming, walking or cycling.

Don't use **also** with two negative statements. Use **not ... either**. For example, don't write 'She does **not** drink. She ~~also~~ does **not** smoke.' when you mean: She does not drink. She does **not** smoke **either**.

too / as well *adverb* used when you are adding another fact about someone or something:

- Wind energy is cheap. It is good for the environment **too**.
- The long hours at work began to affect his health. They affected his personal life **as well**.

STUDY NOTE: Grammar

Too and **as well** are normally used at the end of the sentence. The exception to this is the phrase **as well as**, which can be used earlier in the sentence, for example: ***As well as** being an artist and designer, Morris was also a political thinker.*

- There are sports facilities available for girls **as well as** boys.

in addition used when adding another piece of information to what you have just said.

In addition is often used when saying that something makes an amount even larger:

- A fifth of the world's population lives on less than \$1 a day. **In addition**, over 100 million children are living on the streets.
- Over 600 people will lose their jobs, **in addition to** the 400 people who left the company last year.
- **In addition to** being a major oil producer, Nigeria is home to over 110 million people.

STUDY NOTE: Grammar

In addition, **furthermore**, and **moreover** are very commonly used in essays.

furthermore / moreover *adverb* used at the beginning of a sentence when adding an important fact that is connected with what you have just said. **Furthermore** and **moreover** are formal words, used especially when trying to persuade people to agree with what you are saying:

- The drug has strong side effects. **Furthermore**, it can be addictive. (=the writer is adding another fact to persuade the reader that the drug is dangerous)
- There is no evidence to link him with the murder. **Moreover**, the murder weapon has still not been found. (=the writer is trying to persuade us that the police do not have very much information)
- Ireland's economy has grown far faster than those of its neighbors. **Moreover**, inflation has stayed low.

not to mention used when adding something at the end of a sentence, which adds to the main idea of what you have just said:

- As he got older, his films became very strange, **not to mention** violent.
- Big 4-wheel-drive vehicles cause so much environmental damage through pollution, **not to mention** the danger they pose to pedestrians and cyclists.

2. Words meaning 'because'

because conjunction used when giving the reason for something:

- People are leaving the countryside **because** they cannot find work there.
- The streets were flooded **because of** all the rain.
- **Because** of the use of chemical fertilizers, there are fewer fish in our rivers.

STUDY NOTE: Grammar

In written English, you don't usually use **because** at the beginning of a sentence when you are referring back to the previous sentence. It is used to link two parts of the same sentence. For example, instead of writing "Many firms are building factories there. Because wages are much lower." it is much better to write: Many firms are building factories there, **because** wages are much lower.

due to / owing to *preposition* used to give the reason why something has happened:

- The delay was **due to** a problem with the ship's engines.
- Local authorities have been slow to build recycling facilities, **mainly owing to** lack of money.
- The men did most of the work in the fields. This was **partly due to the fact that** the men were stronger.
- **Due to** the danger of fire, people are advised not to drop cigarettes on the ground.

through *preposition* because of something. **Through** is used especially when saying why someone succeeded or failed to do something:

- She succeeded **through** her own efforts.
- They managed to win the game, **partly through** luck and **partly through** skill.
- Thousands of working days are lost each year **through** illness.

thanks to used when explaining that something good has happened because of someone's efforts, or because something exists:

- Today, **thanks to** the Internet, people can do all their shopping from home.
- **Thanks to** advances in modern medicine, the disease can now be cured.
- Reinhardt survived the war, **mainly thanks to** the help of a German officer who loved his music.

since (also **as** British English) *conjunction* used when giving the reason why someone decides to do something or decides that something is true:

- As it was a hot day, they decided to leave all the windows open.
- Since it is difficult to predict how the climate will change, it is not possible to say which countries will suffer the most.

in view of a formal phrase used when introducing the reason for someone's decision, or when saying that something is an important thing to consider:

- The court decided that **in view of** his age, he should be released.
- **In view of** all the research on the subject, it seems strange that so many people still smoke cigarettes.

- Most British people do not want to change from the pound to the Euro. This may seem surprising **in view of the fact** that they often use Euros on their holidays.

out of *preposition* because of a particular feeling or quality:

- He started reading the book **out of curiosity**.
- She asked the question **out of politeness**.
- **Out of desperation**, he tried to borrow money from his neighbour.

3. Words meaning 'but' or 'although'

but *conjunction* used when linking two words or phrases that seem opposite or very different in meaning:

- The plant's leaves are big, **but** its flowers are quite small.
- Her books are fascinating **but** often rather disturbing.
- Many French dishes are basically simple, **but** they can take a long time to prepare.
- Most of us value human life, **but** some people think of animals as being equally important.

although *conjunction* used when contrasting one clause with another in the same sentence:

- **Although** you are in the middle of the city, you feel as if you are in the countryside.
- The windmill is still in good working order, **although** it has not been used since the 1950s.
- **Although** lack of sleep causes some problems, it has a relatively small effect on performance at work.

however / nevertheless *conjunction* used when saying something that seems very different or surprising after your previous statement. **However** and **nevertheless** are usually used when referring back to the previous sentence:

- Their economy was incredibly successful in the 1980s. Since then, **however**, there has been a big rise in unemployment.
- The town is a long way from the nearest big city. **However**, there is a good bus service.
- A series of studies 20 years ago suggested that there was a link between watching violent films and violent behaviour. **Nevertheless**, the results remain highly controversial.
- It was very hard digging in the dry ground, but the work was satisfying **nevertheless**.

STUDY NOTE: Grammar

However is usually used in the middle of a sentence, separated from the rest of the sentence by commas: *Jack and his family managed to escape before the soldiers arrived. Other families in the village, **however**, were less lucky.*

Or it comes at the beginning of a sentence: *He began his academic career as a mathematician. **However**, his main achievements were in the field of nuclear physics.*

Nevertheless is usually used at the beginning of a sentence, or at the end.

whereas / while *conjunction* used when making comparisons and saying that something is true of one person, thing, or situation, but it is different for another. **Whereas** and **while** are used when contrasting one clause with another in the same sentence:

- Taxes make up 62% of the price of a litre of petrol in France, **whereas** in Britain, the tax is 75%.
- Some people visit their doctor once every few weeks, **while** others may not visit a doctor for several years.
- **Whereas** in most of the world they drive on the right, in the UK and Japan they drive on the left.

by contrast used when making comparisons and saying that a person, thing, or situation is very different from the one you have just mentioned. **By contrast** is used when referring back to the previous sentence:

- The surface temperature on Venus is higher than the boiling point of water. Mars, **by contrast**, is very cold
- A report by the FBI shows that 26% of female murder victims in 1995 were killed by their husbands or boyfriends. By contrast, only 3% of male victims were killed by their wives or girlfriends.

yet *conjunction* used when introducing a fact that seems surprising after what you have just said:

- Last summer there was a drought, **yet** some people were still watering their gardens every day.
- We all know that fibre is important for good health. **And yet** all the natural fibre is removed from many foods such as white bread and sugar.

even so used when saying that something is true, in spite of a fact that you have just mentioned:

- Morris's furniture is distinctly English. **Even so**, the sale drew a lot of American interest.
- The economy continues to do well, but **even so**, many analysts are predicting a slowdown in the near future.

in spite of / despite *preposition* even though something happens or is true:

- This was a dinosaur that weighed only 10 tons, **in spite of** being some 28 metres long.
- **In spite of everything** that has happened, life is still getting better for many Russians.

- **Despite** his lack of formal education, he became one of the world's leading mathematicians.
- Many people are worried that cellphones may be dangerous to health, **despite the fact that** most of the research suggests that there is little risk.

4. Words meaning 'if'

if *conjunction* used when talking about the possibility that something might happen or be true:

- **If** the scientists' predictions are correct, average global temperatures could rise by 6 degrees.
- He faced a long prison sentence **if** the court found him guilty.
- The report said that the accident could have been avoided **if** the correct safety procedures had been followed.
- Most countries are prepared to use force, **if necessary**, to protect their national interests.
- The patient should be kept in the same position, **if possible**.
- The injury needed to be treated immediately. **If not**, infection could set in.
- The British authorities could not help, **even if** they wanted to.

STUDY NOTE: Grammar

When using **if** to **talk about the future**, you normally **use the simple present tense**. For example, don't say '~~If it will rain~~, the game will be canceled', when you mean: **If it rains**, the game will be canceled.

unless *conjunction* if something does not happen, or if someone does not do something:

- **Unless** something is done quickly, developing countries will fall even further behind Western countries.
- The star is really difficult to see **unless** the sky is dark and very clear.
- The doctors said they could not treat the boy **unless and until** his parents gave their permission.

whether or not used when saying that it does not matter if something happens or not, or if something is true or not:

- Research showed that six out of 10 patients got better on their own, **whether or not** they received treatment.
- **Whether or not** you agree with what she is saying, her articles are always interesting and thought-provoking.

otherwise *adverb* used when saying that there will be a bad result if someone does not do something, or if something does not happen:

- The committee needs to act quickly, **otherwise** there could be a serious problem.
- The local people are certainly glad that the tourists are there. **Otherwise** there would be no money and no jobs.

in case in order to deal with something that might happen:

- Doctors have to take out insurance to protect themselves **in case** they are sued.
- It is best to keep a medical kit ready **in case of emergency**.
- She did not think it would rain, but she took her umbrella **just in case**.

assuming that if what you think will happen is true:

- **Assuming that** the present trend continues, the world population is likely to rise to over 8 billion.
- This sort of floor covering can be laid directly onto concrete floors, **assuming that** they are level.

as long as / provided that *conjunction* only if something else happens or is true:

- Vegetarian diets are perfectly healthy, **provided that** you take care to get enough iron, calcium and B vitamins.
- **As long as** the economy continues to grow, people will continue to support the government.

on condition that used when you agree to do something only if someone first agrees to do something else:

- He was offered the job **on condition that** he went on a month-long training course.
- The painting was sold **on condition that** it never left France.

in the event of / that if something happens, especially a serious situation such as an accident, a fire, or a war:

- Guidelines have been issued to local authorities on what to do **in the event of** a nuclear accident.
- **In the event of** an earthquake, people are advised to take cover under desks or doorways.
- **In the event that** the party lost the election, his future as party leader would be in doubt.

5. Words meaning 'in order to'

in order to for the purpose of doing something:

- Some people steal **in order to** buy drugs.
- **In order to** prove his theory, he carried out a series of experiments.

- Plants need light **in order to** survive.
- The speech was changed **in order not to** offend anyone.

STUDY NOTE: Grammar

in order to is used especially in formal contexts. In all other contexts people often just write **to**, for example: The organization was set up originally **to** protect the rights of children.

- **To** make sure that the job was done properly, Mr Lobov appointed three new deputy ministers.

so (that) *conjunction* used when saying why someone does something or what the result of something is:

- Workers need to learn new skills **so that** they can keep up with the latest advances in technology.
- Doctors use miniature cameras **so that** they can see inside the patients' stomachs.
- The windows are designed **so that** you can see out, but other people cannot see in.

for *preposition* for a particular reason or purpose:

- She went into hospital **for** a checkup.
- Some people give up eating meat **for** health **reasons**, while others give up because they are concerned about animal welfare.
- The land is used **for** agricultural **purposes**.

with the aim of doing something in order to try and achieve something:

- The dam was built **with the aim of** providing drinking water to thousands of people.
- Talks were held in Paris **with the aim of** helping the two sides reach an agreement.

with a view to doing something because you are planning to do something later in the future, and this will help you to do it:

- They wanted to establish closer links with Germany, **with a view to** becoming members of the European Union.
- Rice and potatoes were genetically modified, **with a view to** commercial planting.

6. Words meaning 'or'

or *conjunction* used between two possibilities or choices, or before the last one in a list of possibilities or choices:

- It is important not to get the chemicals on your hands **or** your clothes.
- Payment can be made by cash, cheque **or** credit card.
- There is very little difference between the two species of bird, **either** in size **or** colour.

alternatively *adverb* used when giving another choice apart from the one you have already mentioned:

- You can go up into the mountains. **Alternatively**, you can stroll around one of Switzerland's delightful cities where the old mixes with the new.
- For a master's degree, 12 months' full-time study is normally required, or **alternatively** 24 months of part-time study.

on the one hand ... on the other (hand) used when giving two very different ideas or opinions about something, especially when they need to be balanced against each other:

- **On the one hand**, the internet gives students access to information on every imaginable topic. **On the other**, there is a lot of material on the internet that is very unsuitable for students.
- **On the one hand**, it is important not to limit individual freedom too much, **but on the other hand**, people have the right to be able to live their lives in peace.

STUDY NOTE: Grammar

Don't say '~~on one hand~~'. Say **on the one hand**.

7. Words meaning 'therefore'

therefore *adverb* used when saying that something happens or someone does something as a result of something else:

- She already had a lot of experience and **therefore** seemed the best candidate for the job.
- Many old people have some form of disability or health problem. It is not surprising, **therefore**, that they are the biggest users of the health care system.
- The Japanese writing system has thousands of characters. **Therefore** it takes a long time to learn.

STUDY NOTE: Grammar

Therefore is more formal than **so**.

You can use **therefore** in the middle of a sentence, or at the beginning of a sentence. You use **so** in the middle of a sentence, usually after a comma.

so *conjunction* used when saying that something happens or someone does something as a result of something else:

- They had not eaten all day, **so** they were very hungry.
- Questions have been raised over the safety of the toys, **and so** they are being withdrawn from the market.

thus *adverb* a formal word, meaning as a result of what you have just mentioned:

- The dinosaurs all died out within a short period of time. **Thus** it seems likely that there must have been some kind of catastrophic event.
- The program is very simple **and thus** easy to run.

STUDY NOTE: Grammar

Thus is more formal than **therefore**, and is used especially in formal writing.

hence *adverb* a formal word, meaning for this reason:

- This material is highly poisonous, **hence** the importance of careful handling.
- Their names sound very similar. **Hence** they are often confused with each other.

as a result use this to say that because of a particular situation, something else happens or is true:

- Some people suffer from stress at work and become ill **as a result**.
- The farmer could not pump water onto his field and, **as a result**, he had grown only twenty tons of melons compared to eighty before the war.
- Economic growth slowed down **as a result of** inflation.
- **As a result of** her injuries, she was forced to abandon her hopes of going to medical school.

consequently / as a consequence *adverb* use this to say that because of a particular situation, something else happens or is true:

- The disease attacks the plant, the flower does not open, and **consequently** no seeds are produced.
- More people are using their cars, and **as a consequence** many rural bus services have been severely reduced.
- **As a consequence of** global warming, our climate is already starting to change.
- Lead remains forever in the atmosphere. **Consequently**, this year's lead pollution will add to that of all previous years.

STUDY NOTE: Grammar

Consequently and **as a consequence** are more formal than **as a result**.

for this reason / for these reasons used when explaining the reason for something:

- She was not very good at ball games. **For this reason** she did not care much for sport or physical activities.
- If you live in a big city, housing is very expensive and there is so much pollution. **For these and other reasons**, more and more people are choosing to move out to the country.

with the result that use this to say that because of a particular situation, another situation exists or happens:

- Both laboratories were completely re-equipped last year, **with the result that** we now have the most modern facilities in the country.
- Taxes were increased, with the result that people had to work harder if they wanted to maintain their standard of living.

this means that used when saying what the result of something is:

- Childcare is very expensive. **This means that** many women cannot afford to go back to work after having children.
- If students arrive late, **this** can **mean that** a large part of the lesson time is wasted.

thereby *adverb* a formal word, used when saying what the result of something is. You use **thereby** in the middle of a sentence, usually after a comma:

- The two companies were merged, **thereby** creating a single company.
- If our homes are properly insulated, we need to use less oil or gas, **thereby** cutting the cost of heating them.

accordingly *adverb* a formal word, meaning as a result of what you have just said:

- Too much alcohol can be harmful to health. **Accordingly**, on this diet you are allowed only one or two units of alcohol per day.
- He had disobeyed an order from a senior officer, and **accordingly** he was dismissed from the army.

Listing & Ordering

1. What you say when ordering a group of things that you want to mention
2. Ways of introducing a list of reasons, causes, points etc

1. What you say when ordering a group of things that you want to mention

firstly / first *adverb* used when mentioning the first in a list of reasons, arguments, or parts of an essay:

- There are two main reasons why people choose this type of investment. **Firstly**, it is relatively safe. Secondly, it offers a good rate of interest.
- The statistics show, **firstly**, that crime is increasing; secondly, that most crime is committed by young men; and lastly, that many of these young men are on drugs.
- This essay seeks to answer the following questions. **First**, is our current political system truly democratic? Second, what are the alternatives?

first of all used especially when the first thing that you mention is the most important thing:

- The content of the article must, **first of all**, be useful to the reader.
- People are living longer for several reasons. **First of all**, there have been enormous advances in medical science. Secondly, our diets are now much healthier.

secondly / second *adverb* used when mentioning the second in a list of reasons, arguments, or parts of an essay:

- Many people are concerned about the problems associated with nuclear energy. Firstly, what do you do with all the nuclear waste? **Secondly**, how can we prevent nuclear materials from falling into the hands of terrorists?

thirdly / third *adverb* used when mentioning the third in a list of reasons, arguments, or parts of an essay:

- There are many things we can do to help protect our environment. First of all, we can use our cars less. Secondly, we can recycle more. **Thirdly**, we need to develop new sources of energy which cause less pollution.

in the first / second / third place means the same as **firstly**, **secondly** or **thirdly**, but is less formal. It is used especially when giving reasons or examples:

- Modern communications have completely changed the way we work. **In the first place**, they have made it possible for many people to work from home. They also allow people in different parts of the world to communicate instantly at any time of day.

STUDY NOTE: Grammar

When you are giving a long list of reasons or parts in an essay, it sounds rather repetitive to say **Firstly... Secondly... Thirdly ... Fourthly... Fifthly** etc. It sounds much more natural to vary the language and use other phrases instead of numbers, for example **In addition ... Furthermore/moreover ... Lastly ...**

Here is an example of this kind of ordering: There are many reasons for switching to wind power. **Firstly**, it causes much less damage to the environment than fossil fuels such as oil and coal. **In addition**, wind power comes from a renewable energy source, and there will always be more wind available. **Furthermore**, wind turbines and windmills are much more graceful and attractive to look at than power stations. **Last but not least**, they are very cheap to run.

then / next *adverb* used when saying what happens next in a process:

- First, we added the salt to the water, **then** we boiled the mixture for five minutes.
- Take the fish and gently rub oil over it. **Next**, place it in a medium hot oven for 15 minutes.
- When you receive the equipment, you need to check that all the parts are there. **Then** you need to connect it to the electricity supply.

in addition as well as what you have already mentioned:

- Fast foods and snacks have been linked to obesity. **In addition**, studies have shown that these foods can cause behavioural problems in young children.

furthermore / moreover *adverb* as well as what you have already mentioned. These are formal words which are used especially when suggesting that what you are saying is just as important or even more important than what you have already said:

- In order to keep the price of the book down, we have used fewer photographs than we wanted to. **Furthermore**, the book has no colour, which means that we have been limited to black and white images.
- Older workers often have a great deal of experience to offer. **Moreover**, they are extremely reliable and less likely to change jobs.

lastly *adverb* used when something is the last of the things that you want to mention:

- The island has become very popular, firstly for its beautiful beaches, secondly because of its friendly atmosphere, and **lastly** because it is so easy to get to from the UK.
- There are many reasons why prison doesn't work. First of all, prisons often act as training colleges for criminals. Secondly, prison does not deal with the reasons why

young men commit crime. **Lastly**, it costs huge amounts of money to keep people in prison.

finally *adverb* used when something is the last thing that you want to say, especially at the end of a long essay, report etc. You also use **finally** when giving the last reason, example etc in a long list:

- **Finally**, I would like to suggest some possible solutions to the problem.

one last / final point used when you want to add one last thing to what you have already said, for example at the end of the final paragraph of your essay:

- **One final point** to remember is that although regular exercise is usually good for health, too much exercise can actually cause permanent damage to muscles and joints.

2. Ways of introducing a list of reasons, causes, points etc

there are several / there are a number of ... used when you are going to list several reasons, causes, points etc:

- **There are several** points to keep in mind when writing business letters: try to be brief, always be polite, and make sure that you use the correct job title.
- Women are more likely to suffer from depression than men. **There are a number of** reasons for this.

STUDY NOTE: Grammar

When you are introducing a list, you can either use a colon (:) before the list, or a full stop (.).

as follows used when introducing a list or an explanation:

- The objectives of the study are **as follows**: firstly to find out whether there was a demand for this type of service, and secondly to establish how much people were willing to pay for it.
- The facts are **as follows**. Kennedy was shot by a lone gunman named Lee Harvey Oswald. While Oswald was being held in custody, he was shot by Jack Ruby.

the following *adjective*, noun [singular] used when referring to the things or people that you are going to mention:

- **The following** foods are high in fat: butter, cream, cheese, pastry, and any kind of fried food.
- **The following** is a brief summary of the main sources of grants for postgraduate students.

STUDY NOTE: Grammar

Following can be used as an adjective, for example: **the following** example, or as a noun, for example: Benefits include **the following**.

Making Generalizations

- 1 .Ways of saying that something is true about most people or things
- 2 .To say that something is true about most people or things

1 .Ways of saying that something is true about most people or things

most *determiner, pron* used when saying that something is true about the majority of people or things in a group, or about the majority of something:

- **Most** people would agree that the law needs changing.
- **In most cases** the patient makes a full recovery. (=most patients recover completely)
- **Most of** (=most people or things in a group) the class are women.
- **Most of** the research supports this point of view.
- The students speak English **most of the time** when they are at school.

mostly / mainly / largely *adverb* used when saying that something is true about most of a group of people or things, or about most of something:

- The people who use the service are **mostly** businessmen.
- The cars are **mostly for** export.
- Apart from the Nile valley, Egypt is **mostly** desert.
- The audience were **mainly** young people in their teens.
- The disease **mainly** affects women.
- Their attempts were **largely** unsuccessful.
- Half of the country's people faced starvation, **largely as a result of** the civil war.

STUDY NOTE: Grammar

Largely sounds more formal than **mostly** or **mainly**, and is used especially in written English.

predominantly *adverb* used when saying that most people or things in a group are of a particular type:

- Engineering has traditionally been a **predominantly** male profession. (=most engineers are men)
- At that time England was a **predominantly** agricultural society.
- The condition **predominantly** affects middle-aged women.

almost all / nearly all / virtually all *adverb* used when you want to emphasize that there are very few exceptions:

- Unemployment rates went up in **almost all** European countries.

- The study found that **in almost all cases** people were satisfied with the service they received.
- The country has to import **almost all of** its oil.
- **Nearly all** the children interviewed said that they are worried about what will happen in the future.
- Magnesium is found in **virtually all** foods.

STUDY NOTE: Grammar

Don't say 'the most people/things', when you mean 'most people/things'. For example, don't say 'The most people live in towns', when you mean: Most people live in towns.

the majority *noun* [singular] more than half of a group of the people or things in a large group:

- **The majority of** crimes are never reported to the police.
- **The vast majority of** Algerians are Muslim. (=almost all Algerians are Muslim)

STUDY NOTE: Grammar

The majority of is usually followed by a countable noun in the plural, but sometimes it can be followed by an uncountable noun which refers to a group of things or people: *Can the president order a military operation in another country **if the majority of** the legislature opposes the action?*

in general used when saying that something is true about most of a group of people or things:

- Men, **in general**, are just as good at looking after children as women.
- **In general**, teenagers from poor families are less likely to go to university.
- **In general**, smaller firms are more flexible.

generally *adverb* used when saying that something is true about most of a group of people or things. **Generally** is also used when saying that most people have a particular opinion:

- **Generally**, part-time workers receive lower wages than full-time workers.
- People **generally** are living longer.
- Newton **is generally regarded as** the father of modern science.
- **It is now generally accepted that** even the smallest dose of radiation carries a health risk.

generally speaking / broadly speaking / as a rule used when making general statements about what usually happens or is usually true:

- **Generally speaking**, female workers are less likely to strike.
- People in the US are, **generally speaking**, not very well informed about international politics.

- **As a rule**, snakes have simple teeth, all roughly the same shape.
- The surface of Mercury, **broadly speaking**, can be divided into two types of land area.

for the most part used when saying that something is true in most cases, but not in every case:

- These problems have, **for the most part**, been resolved.
- **For the most part**, local people welcomed the plan.

by and large / in the main / on the whole used when saying that something is true in most ways, or in most cases:

- The scheme was **by and large** a success.
- **On the whole**, the system worked well.
- The people **on the whole** were very friendly.
- The pictures are, **in the main**, portraits.

2. To say that something is true about most people or things

generalize *verb* [intransitive] to make a general statement, in which you say that something is true about most people or things:

- It is clearly a mistake to **generalize from** only a few examples.
- It is difficult to **generalize about** the American police, because there are over 40,000 police departments in the US.

generalization *noun* [countable] a statement in which you say that something is true about most people or things:

- Social scientists try to **make generalizations** about society, based on the best available evidence.
- A lot of misleading **generalizations** have been **made** about the differences between men and women.
- English people love animals. As a **broad generalization**, there is much truth in this statement. (=a generalization which has many exceptions, but which gives you a general idea about a group of people or things)
- When people say things like "the theatre is for everyone", this seems rather a **sweeping generalization**. (=a statement that seems exaggerated and likely to be wrong)

Problems & Solutions

1. Problems
2. Small problems
3. Solutions

1. Problems

problem *noun* [countable] a situation that must be dealt with because it is causing harm or inconvenience, or because it is stopping you from doing what you want to do:

- Britain **faced** enormous economic and social **problems** after the war.
- Classroom discipline is a **serious problem** in many schools.
- A special force was set up to try to **deal with** the **problem** of gun crime.
- The sooner this **problem** is **solved** (=successfully dealt with), the better.
- The US government needs to do more to help **tackle** the **problem** (=deal with the problem) of global warming.
- It is in everyone's interest to **address** the **problem** (=find ways of solving the problem) of global poverty.
- The engineers say that they have **fixed** all the technical **problems** that could have caused the accident.
- Professor Murray believes **that the root of the problem lies** (=the origin of the problem is) in a basic fault in the car's design.
- **Problems** can **arise** (=problems can happen) when people try to defend themselves in court without help from a lawyer.

issue *noun* [countable] a problem that needs to be dealt with, or a subject that is important and needs to be discussed:

- International terrorism is the **biggest issue** (=the most important issue) **facing** the world today.
- Security is an **important issue** when buying things on the internet.
- Previous governments failed to **address** (=try to deal with) social **issues** such as unemployment and homelessness.
- The **issue** can only be **resolved** (=be successfully dealt with) through negotiation between the two sides.
- Nuclear power is a **highly controversial issue** (=one that causes a lot of public argument and disagreement) in the UK.
- Immigration could be a **key issue** (=a very important issue) at the next election.

STUDY NOTE: Grammar

Issue is used especially about problems that affect a lot of people in society. It is also often used instead of the word **problem** because it sounds less negative.

challenge *noun* [countable] something difficult that you must do or deal with, which needs a lot of skill, effort, and determination:

- Understanding the brain is one of the **biggest challenges** in science.
- She said she was looking forward to the **challenge** of starting up a new business on her own.
- The Colombian government knows that it **faces** huge **challenges** if it is to win the war on drugs.

STUDY NOTE: Grammar

Challenge is used especially when talking about something that sounds exciting and interesting, because it will take a lot of effort and skill.

difficulty *noun* [countable usually plural, uncountable] a problem that makes it more difficult to do something that you are trying to do:

- The company has managed to **overcome** (=deal with) its recent **financial difficulties**.
- Many people **experience difficulty in** sleeping at some time in their lives.
- The project **ran into difficulty** (=started to have difficulties) because of lack of money.
- This type of research **is fraught with difficulty** (=involves a lot of difficulties).

trouble *noun* [uncountable and countable] a problem or several problems that make something difficult, spoil your plans etc:

- The **trouble** was **caused** by a loose wire.
- They **had trouble** finding the building where the meeting was held.
- Students of English often **have trouble with** phrasal verbs.
- The company **ran into trouble** (=started to have problems) when it tried to expand too quickly.

STUDY NOTE: Grammar

Trouble can be used either as an uncountable noun, for example:

They had a great deal of trouble with the new computer system or as a countable noun, for example: Teenagers often find it difficult to tell their parents about their **troubles**. (=about the problems in their lives that are making them worried and unhappy)

complication *noun* [countable] an additional problem that makes a bad or difficult situation even harder to deal with than it already is:

- The project should finish in June, provided that there are no more **complications**.
- The surgeons knew it would be a difficult operation. A **further complication** (=another complication) was that the patient was in her 60s.

setback *noun* [countable] something that happens which stops you making progress or which makes things worse than they were before:

- The peace talks **suffered a major setback** when a bomb exploded outside the conference hotel.
- Despite some early **setbacks**, his campaign for the presidency was successful.

obstacle *noun* [countable] a difficult problem that stops someone or something making progress or developing:

- Criminal gangs are the **biggest obstacle to** democratic reform.
- The lack of child care is an enormous **obstacle to** women's participation in the work force.
- There are still some major technical obstacles to overcome (=to deal with).

pitfall *noun* [countable] a problem that is likely to happen when you are doing something, especially one that is caused by a mistake that people often make:

- The book shows you how to **avoid** the usual **pitfalls** when you are at an interview.
- The most **common pitfall** when treating the disease is to give too much treatment too late.
- Financial advisers should explain to customers the **potential pitfalls** (=the problems that could happen) of investing in risky small company stocks.

dilemma *noun* [countable] a situation in which it is very difficult to decide what to do, because all the choices seem equally good or equally bad:

- The doctors were **faced with a moral dilemma**. Should they carry out the operation, when there was such a small chance of success?
- Kennedy **found himself in a dilemma over** Cuba. On the one hand he did not want to risk a nuclear war, but on the other he could not allow the Russians to place nuclear weapons so close to American soil.

vicious circle *noun* [singular] a situation in which one problem causes another problem, that then causes the first problem again, so that the whole process continues to be repeated:

- Some developing countries **get caught in a vicious circle**. They cannot afford to pay their debt repayments, and so the debts get even bigger.
- Stress at work can **create a vicious circle**. If you feel stressed and under pressure, you take longer to do your job, and because you take longer you become more stressed.

2. Small problems

teething problems / troubles *noun* [plural] small problems which happen when you start using or doing something new:

- With any computer system, there are likely to be one or two **teething problems** at first.
- There have been some **teething troubles** with the new rail service.

hitch *noun* [countable] a small problem when you are trying to do something:

- Everything went well on the first night of the play except for one or two **slight hitches** with the lighting.
- The plan **went off without a hitch**. (=There were no problems)

snag *noun* [countable] a small problem or disadvantage, especially in something which is mainly good and satisfactory:

- **The only snag** with going on holiday in Sweden is the cost.
- There are one or two little **snags** that needed to be **ironed out**. (=dealt with)
- Almost immediately after they began their research, they **hit** a series of **snags**. (=they had to deal with a number of small problems)

STUDY NOTE: Grammar

Hitch and snag are informal words, and should not be used in formal essays.

3. Solutions

solution *noun* [countable] a way of dealing with a problem:

- Politicians have been trying to **find a solution to** the housing crisis for many years now.
- In this essay I shall consider the main causes of the problem of air pollution, and try to **put forward** (=suggest) some **possible solutions**.
- Unless scientists can **come up with a solution** (=think of a solution) quickly, we may soon run out of sources of energy.
- When people become too old to look after themselves, **the ideal solution** is for other members of their family to look after them.
- If you have difficulty sleeping, you need to identify the factors that are causing it and deal with them. That is the only **effective long-term solution**.
- There was no easy solution to Tom's problem. (=there was no easy way of dealing with it)

answer *noun* [countable] a successful way of dealing with a problem or an unsatisfactory situation:

- Some people believe that the only **answer to** the problem of rising crime is to build more prisons.
- It would be mistaken to think that science and technology can always provide an **answer to** everything.
- There are **no easy answers to** the problem of teenage pregnancies.
- People have been struggling with this problem for a long time, but no one has yet **come up with an answer**. (=thought of an answer)

way out *noun* [countable] a way of dealing with a very serious situation which you have become involved in:

- The president's advisors are trying to **find a way out of** the crisis.
- At first there seemed to be **no way out of** her difficulties.

cure *noun* [countable] a way of completely getting rid of a problem, especially one that affects many people in society, so that it does not happen again:

- The only **cure for** unemployment is to make it easier for companies to invest and create new jobs.
- Unfortunately, there is **no miracle cure** for inflation. (=there is nothing that will immediately make the situation better)
- Prison is not **a cure for all** social **ills**. (=a cure for all social problems)

STUDY NOTE: Grammar

Cure, remedy, prescription, and **panacea** are used metaphorically to talk about dealing with problems. Their original meanings relate to treating illnesses.

remedy *noun* [countable] a possible way of dealing with a problem, especially using practical methods:

- Expensive hi-tech **remedies** are often useless to poor countries.
- A number of **remedies** have been suggested, but so far none of them has shown itself to be effective.

prescription *noun* [countable] something that someone suggests as a way of dealing with a problem:

- Their **prescription for** dealing with poverty in Africa is to encourage more trade, instead of increasing aid.
- The socialists' main **prescription for** any social problem seems to be to pump more and more money into the system.

panacea *noun* [countable] a formal word, meaning something that people hope will solve all their problems. You use **panacea** when you doubt that something can really do this:

- The law is not a **universal panacea**. (=it cannot solve all our problems)
- Some people think that free market capitalism is a **panacea for all our ills**. (=something that will solve all our problems)
- Furthermore, industrialization has rarely been the **panacea for** rural poverty that had been hoped.

quick fix *noun* [countable] a quick way of dealing with a problem, which usually only works for a short time. You use **quick fix** especially when you think that people need to find a more permanent solution:

- There is no **quick fix** to defeat terrorism.
- A leading scientist has warned that **quick fix schemes** to deal with global warming could potentially be more damaging than the problem itself.

STUDY NOTE: Grammar

Quick fix is an informal phrase, and should not be used in formal essays.

magic bullet *noun* [countable] something that solves a difficult problem quickly and simply. You use **magic bullet** especially when saying that it will be difficult to find such a solution:

- There is no **magic bullet for** dealing with inflation.
- Although a **magic bullet for** curing cancer is still not likely any time soon, researchers are making slow and steady progress.

Quoting People

Ways of quoting what someone has said

say *verb* [transitive] used when quoting what someone said in a speech, or wrote in a book, article etc:

- John F. Kennedy once famously **said** "Ask not what your country can do for you. Ask what you can do for your country."
- In their report, they **say that** they see no reason to change the existing system.

STUDY NOTE: Grammar

Say is used a lot in English. Below are other words and expressions which mean the same thing, and when writing essays it is a good idea to use some of these instead of repeating **say** every time.

write *verb* [transitive] used when quoting what someone wrote in a book, article etc:

- Du Bois **wrote that** the United States was "a land of magnificent possibilities - the home of noble souls and generous people."

point out *phrasal verb* to mention something in a book, article etc, which seems particularly important and relevant:

- Dr Graham **points out that** "All normal children show some degree of antisocial behaviour".
- **As** Rachel Carson **points out** in her book "Silent Spring", chemicals used in farming are having a devastating effect on our countryside.

STUDY NOTE: Grammar

You use **As ... points out/notes/states** etc to show that you agree with what the writer has said.

note / remark *verb* [transitive] to say that you have noticed that something is true. **Note** and **remark** are formal words:

- Lyons (1977) **notes that** not all languages have tenses.
- **As** Brownmiller **has remarked**, women, on the whole, have not achieved economic equality with men in our society.

observe *verb* [transitive] to say that you have noticed that something is true. **Observe** is used when reporting someone's scientific studies, or when saying that someone points out a truth about life or the world:

- Winnicott **observed that** mothers spend much of the first few months imitating their infants.
- **As** Joseph Heller once **observed**, success and failure can be equally difficult to deal with.

state *verb* [transitive] used when saying what people, reports, laws and rules say. State sounds very definite and full of authority:

- Parkinson's Law **states that** "work expands to fill the time available".
- **As** Skinner (1948) **states**, verbal behaviour develops according to the same principles as any other behaviour.

argue *verb* [transitive] used when you want to say that someone puts forward a set of ideas:

- Rousseau **argued that** all men were born equal.
- **As** Edward Said **argues**: European culture gained in strength and identity by setting itself off against the Orient (Said 1995).

conclude *verb* [transitive] used when you are introducing the end of what someone has written, especially when it is a summary of the main point of what they wrote:

- Wagner **concludes that** managers should constantly try to lower costs and achieve high product quality.

claim *verb* [transitive] you use **claim** when you are saying what someone has said, and you do not believe that what they said was true or you think there is no proof for what they said:

- Some people have **claimed that** Kennedy was killed by the CIA.
- Doctors **claimed to have** found a cure for the disease.

according to... *preposition* used when saying what people, organizations, and reports have said:

- **According to** a recent survey by Time magazine, 49 percent of Americans said they thought the President was doing a good job.
- Young children need at least ten hours of sleep a day, **according to** Dr. Shaefer.

in the words of ... used when saying exactly what someone has said, especially when this seems to sum up a situation very well:

- **In the words of** one professor, the object of teaching English literature is not to pass on knowledge, but to train the imagination.

Reffering

1. Referring to an earlier part of an essay, report etc
2. Referring to a later part of an essay, report etc
3. Referring to another piece of work

1. Referring to an earlier part of an essay, report etc

above *adjective, adverb* used when referring to something in an earlier part of the essay, report etc that you are writing, usually something that is nearby and on the same page:

- See **the above** diagram.
- Students often have difficulty with verbs of motion, as **the above** example shows.
- This procedure is described **above**.
- For more information, **see above**.

STUDY NOTE: Grammar

Above can be used as an adjective, for example: the **above** picture, or as an adverb, for example: see **above**.

previous *adjective* [only before noun] a **previous** part of an essay, report etc comes before this one:

- The results of this study were discussed in **a previous** section. (=one of the sections before this one)
- As was mentioned in **the previous** chapter, (=the chapter immediately before this one) these changes occurred over a long period of time.

preceding *adjective* [only before noun] the **preceding** part of an essay, report etc comes immediately before this one:

- In **the preceding** pages, she describes the history of the island.
- These meetings were mentioned in **the preceding** paragraph.

earlier *adverb* at some point before this in an essay, report etc:

- It is extremely important, therefore, to follow the general principles on project planning that we described **earlier** in the chapter.
- **As was mentioned earlier**, at that time most people could not expect to live beyond the age of 65.
- **As outlined earlier**, an alternative theory was becoming widely accepted in the 1920s.

as has been seen/it has been seen that used when referring to something that you have already mentioned or shown:

- Matisse, **as has been seen**, was inspired by the work of Cezanne.
- **It has been seen that** there are a number of problems with this type of approach.

the former *adj n* [singular] a formal phrase meaning the first of the two things or people that you have just mentioned:

- **The former** method is probably more likely to produce a successful result.
- There were two possible ways of dealing with the situation: try to negotiate with the terrorists, or launch an immediate attack. The government chose **the former**.

STUDY NOTE: Grammar

Former can be used as an adjective, for example: **the former** approach, or as a noun, for example: The corporation chose **the former**.

the latter *adj n* [singular] a formal phrase meaning the second of the two things or people that you have just mentioned:

- Some people think the killing was deliberate. Others say that it was an accident. I would take **the latter** view.
- The people are either Albanians or Serbs. **The latter** regard Kosovo as a sacred part of historic Serbia.

STUDY NOTE: Grammar

Latter can be used as an adjective, for example: **the latter** view, or as a noun, for example: Wilson preferred **the latter**.

2. Referring to a later part of an essay, report etc

below *adverb* used when referring to a later part of the essay, report etc that you are writing, usually nearby on the same page:

- **See below** for further details.
- The reasons that lay behind this decision are discussed **below**.
- **Below** is a short account of the events that led up to the crisis.

the following *adj n* [singular] used when referring to the things or people that you are going to mention:

- Consider **the following** example.
- It is important to remember **the following** points.
- Make sure that the patient has **the following**: drugs, dressings, X rays, and a completed appointment card.
- The following are some of the things that people said about the book.

STUDY NOTE: Grammar

The following can be used as an adjective, for example: **the following** method, or as a noun, for example: Choose one of **the following**.

When it introduces a list that comes immediately after it, **the following** has a colon after it: *Your report should discuss the following: initial hypothesis; the experiment; analysis of the results.*

as follows used when introducing a list or an explanation:

- The three elements are **as follows**: economy, efficiency, and effectiveness.

there follows used when giving a short description of what comes next in an essay, report etc:

- **There follows** a simple example of this kind of organization of ideas and information.

over page / overleaf *adverb* on the next page. Used when telling people to look at the next page for more information about something:

- This sound is produced with the tongue behind the top teeth (see diagram **over page**).
- More than 8,400 new airliners will be sold over the next 15 years, worth more than \$500 billion (see chart **overleaf**).

see over used when asking people to look at the next page for more information about something:

- For more information, **see over**.
- Einstein was awarded the Nobel prize for his work on the Quantum Theory (**see over**).

as we shall see used when saying that something will be explained or become clear later in a piece of writing:

- **As we shall see later**, their views differ in several important respects.
- This idea is probably wrong, **as we shall see**.

3. Referring to another piece of work

see *verb* [transitive] used when referring to another writer's work:

- For a more extensive discussion, **see** Eysenck (1979).
- **See** Townsend (1971, pp. 120–9) for an interesting analysis of this topic.

as somebody says / notes / remarks / points out etc used when you are quoting another writer, when you agree with what they said:

- **As** Professor Richard Dawkins **points out**, this process is influenced by environmental factors.
- It is important to remember, **as** Alan Kay **says**, "the main difference between scientists and engineers is that engineers want to make things and scientists want to understand them."

cf. used when referring to something, for example a particular writer's work, that is connected with the subject that you are writing about:

- Often a male speaker will use a more formal style when addressing a woman (**cf.** Trudgill 1986).
- Very few linguists have produced analyses that make use of such functional categories (but **cf.** Halliday, 1973).

STUDY NOTE: Grammar

Cf. is the abbreviation of the Latin word *confer*, which means 'compare'.

op. cit. used in formal writing when you are referring to a book, article etc that you have already mentioned:

- There has been much discussion concerning the origins of primitive art (see also Gombrich, **op. cit.**, p63-94)

STUDY NOTE: Grammar

Op. cit. is the abbreviation of the Latin words **opere citato**, which mean 'in the work that I have quoted'.

ibid. *adverb* used in formal writing when you are referring to the same book, article etc as the one that you have just mentioned:

- Half of these countries have incomes between \$1,000 and \$3,000 (**ibid:** p63).

STUDY NOTE: Grammar

Ibid. comes from the Latin word **ibidem**, which means 'in the same place'.

loc. cit. used in formal writing when you are referring to the same page in a book, article etc as the one that you have just mentioned:

- According to Dionysius (**loc. cit.**) the statue had disappeared, and was supposed to have been burned.

STUDY NOTE: Grammar

loc. cit. is an abbreviation of the Latin words **loco citato**, which mean 'in the same place I have quoted'.

pp. the written abbreviation of **pages**, used when you are referring to several pages in another writer's book, article etc:

- See also Wadsworth 1978, pp. 54-55

Related / Unrelated

1. Ways of saying that two things are related
2. Related to what is being discussed
3. Not related
4. Not related to what you are discussing

1. Ways of saying that two things are related

related / connected *adjective* if two things are **related** or **connected**, there is some kind of connection between them:

- These two problems are **closely related to** each other.
- Some people think that the stones are **connected** in some way **with** religious ceremonies.

STUDY NOTE: Grammar

You can use **related** before a noun, for example: The report deals with homelessness and other **related issues**. But you do not normally use **connected** before a noun in this way.

You can also say that two things are **not unrelated** (=they are related), for example: Much of modern philosophy is **not unrelated to** the ideas of the ancient Greeks.

linked *adjective* if two things **are linked**, there is a direct connection between them, and often one of them is the cause of the other:

- High levels of cholesterol are **linked with** an increased risk of heart disease.
- Individual performance is **linked to** the amount of effort that you put in.
- Two **closely linked** factors produced this result.
- Our minds and our bodies are **inextricably linked**. (=they are so closely linked that they cannot be considered separately)

(there is a) connection / link if there is a **connection** or **link** between two things, they are directly connected, and often one of them is the cause of the other:

- All the data we have suggests that **there is a direct connection between** the use of fossil fuels and the rise in global temperatures.
- Studies in the 1960s showed that **there was a link between** smoking and lung cancer.

(there is a) correlation if there is a **correlation** between two things, they are connected and one may cause the other:

- Karimov claims to have discovered a **direct correlation between** nuclear tests in the area and earthquakes throughout the former Soviet Union.

- It is well known that **there is a strong correlation between** obesity and some forms of cancer.
- Numerous studies have shown a consistent **negative correlation between** age and participation in sporting activities. (=older people are less likely to do sport) | **There is a significant positive correlation between** alcohol consumption and the incidence of the disease. (=people who drink a lot of alcohol are more likely to get the disease)

STUDY NOTE: Grammar

Correlation is used especially in statements that are based on scientific studies and statistics

Interrelated / interconnected *adjective* if things are **interrelated** or **interconnected**, they are connected with each other and affect each other in a complicated series of ways:

- Darwin said that all life on earth is **interrelated**.
- The book consists of a series of **interconnected** essays.

interdependent *adjective* if two things are **interdependent**, each of them depends on the other, and they cannot exist or continue independently:

- The parts of any living organism are **interdependent**.
- The economies of town and countryside were closely **interdependent**.

associated *adjective* if something is **associated** with another thing, it is thought to have a connection with it:

- Researchers discovered a gene **associated with** some forms of skin cancer.
- Salaries and **associated** costs have risen significantly over the past year.

be bound up with if two things **are bound up with** each other, they are very closely connected and need to be considered together:

- Your sense of yourself as a person **is closely bound up with** what happens in your early childhood.
- The mill's history is **inextricably bound up** with that of the Wilkins family (=they are so closely linked that they cannot be considered separately)

go together *phrasal verb* if two things **go together**, you usually find one with the other:

- Ignorance and distrust **go together**.
- Inflation and high unemployment usually **go together**.

2. Related to what is being discussed

relevant *adjective* related to what is being discussed or to a particular area of activity:

- His work is particularly **relevant** to this discussion.
- The tribunal will look at all the **relevant** facts before making up its mind.
- Applicants should be educated to PhD level, and have several years' **relevant experience**.

pertinent *adjective* a formal word. If something is **pertinent** to what is being discussed, it is directly concerned with it and it is important to consider it:

- The report was first published in the late 1980s, but its findings are still **pertinent** to today's situation.
- This raises a **pertinent question**. Why should we give politicians all this power?

germane *adjective* a formal word. Something that is **germane** is directly concerned with what is being discussed:

- The chapters which are **germane** to the topic are chapters 11 and 12.
- These questions are especially **germane** in nuclear physics, where researchers are constantly looking for better methods of analysis.

have a bearing on if something **has a bearing on** a situation, it is likely to have a big effect on it and it is important to consider it:

- At first it was difficult to see how this discovery **had** any **bearing on** the problem.
- Advances in genetics are likely to **have a huge bearing on** discussions about individual freedom.

to the point if something is **to the point**, it is connected with what you are discussing:

- His writing is always concise and **to the point**.
- Fat is one of the essential parts of our diet. **More to the point**, the fat in a meal slows the digestive process and gradually releases energy into your blood stream.

3. Not related

not related / not connected *adjective* [not before noun]:

- Carr-Hill and Stern (1979) have provided clear evidence that unemployment and crime are **not related**
- The effectiveness of the drug was **not related to** the patient's age.
- These events were **not connected with** each other.

unrelated / unconnected *adjective*:

- Research has shown that performance on these tests is **unrelated to** intelligence.
- The two outbreaks of the disease were apparently **unconnected with** each other.
- She had to have surgery for an **unrelated** physical problem. (=a physical problem that was not connected to another problem that had been mentioned)

there is no relation / no connection:

- Studies have shown that **there is no relation between** how much coffee you drink and how much food you eat.
- There is clearly **no connection between** the person's gender and their ability to do the job.

bear no relation a formal way of saying that **there is no relation** between something and another thing:

- This belief **bears no relation to** reality.

separate *adjective* if two things are **separate**, they are not the same and are not connected with each other:

- The cost of the treatment is an entirely **separate** issue.
- Finance was kept **separate from** other functions of government.

discrete *adjective* a formal word meaning separate:

- The work is broken down into **discrete** tasks.
- For Descartes, all matter is continuous, and there are no **discrete** particles of matter.
- Psychiatry is **discrete from** psychology and psychotherapy.

distinct *adjective* two or more things that are **distinct** belong to the same general type, but are clearly different from each other in an important way:

- A map contains two **distinct** types of information.
- These functions fall into three entirely **distinct** categories.
- He is suffering from a mental disorder, **as distinct from** a mental illness. (=used when you want to emphasize that you are referring to a particular thing and not another very similar thing)

4. Not related to what you are discussing

irrelevant *adjective* not related to what you are discussing or what concerns you:

- The question of ownership is largely **irrelevant**.
- He spends too much time focussing on **irrelevant** details.
- Most members of the public see these things as simply **irrelevant to** their daily lives.

have nothing to do with used when you want to say strongly that something is not connected with another thing in any way:

- Intelligence **has nothing to do with** common sense.
- The reasons why they want to change the law **have nothing to do with** fighting terrorism.

have no bearing on if something has no bearing on a situation, it does not affect it and there is no need to consider it:

- The new data **had no bearing on** the outcome of the research.
- A recruit's family background should **have no bearing on** his suitability for officer training.

be beyond/outside the scope of to not be included in the range of things that you are discussing or writing about:

- These debates are **outside the scope of** this essay.
- A detailed examination of his theory **is beyond the scope of** this chapter.

Showing & Proving

1. To show that something is true
2. To show that something is likely
3. To show that something is untrue

1. To show that something is true

show *verb* [transitive] to provide the facts and information which make it clear that something is true:

- A recent survey by Sheffield University **showed that** 95% of patients were satisfied with the service that they received.
- They wanted to **show to** people how well the system worked.

prove *verb* [transitive] to show that something is definitely true by providing facts and information, especially when other people have doubted this:

- These documents **prove that** the three men were innocent.
- Lind **proved that** eating fresh oranges and limes could prevent sailors from getting the disease.
- He was able to **prove** his theory **to** his fellow scientists.

demonstrate *verb* [transitive] to do something or provide information that makes it very clear to people that something is true:

- The aim of the experiments was to **demonstrate** the effectiveness of the treatment.
- It has been **demonstrated that** even low levels of lead can damage the central nervous system.

STUDY NOTE: Grammar

Prove and **demonstrate** sound much more definite than **show**.

something can be seen used when something shows that what you are saying is true:

- This **can be seen in** the following examples.
- **As can be seen in** Table 1, wages have risen at a lower rate than the rate of inflation.
- Shaker furniture is extremely well made. Evidence of this **can be seen in** the surprising number of items that have survived to the present day.

be evidence of used when information shows that something is true or that something exists:

- Some people think that this research **is evidence of** a much larger problem.

- In the past, comet and meteorite strikes were much more common in the solar system. The pitted surface of the moon **is evidence of** that.

be symptomatic of to show that a problem or a bad situation exists:

- The protests **were symptomatic of** a widespread feeling of dissatisfaction with the government's policies.

reveal *verb* [transitive] to show that something is true, especially something surprising that many people did not realize:

- A recent survey **revealed that** 61% of those interviewed believe that tobacco advertising should be banned.
- The inquiry **revealed how** hundreds of children in public care were mistreated in the 1980s.

confirm *verb* [transitive] if something **confirms** an idea or opinion that people already have, it shows that it is true:

- The latest research **confirms** the view that global warming is happening at an increasing rate.
- Several surveys have **confirmed that** the blood pressure in diabetics is higher than in non-diabetics (Ostrander et al, 1965; Kannel & McGee, 1979).

support/back up *verb* [transitive] phrasal verb to show that an idea, opinion, or claim is true:

- Our research **supports** this view.
- They produced no evidence to **back up** their claims.
- Recent archeological discoveries seem to **support** the idea that there was a settlement here in Roman times.

corroborate *verb* [transitive] a formal word meaning to provide additional information that shows that what someone else has said is true. You use **corroborate** especially about **findings** or **results**:

- Further research is needed to **corroborate** the **results** of this study before the treatment is made available to the general public.
- Her evidence was **corroborated** by two other witnesses.

validate *verb* [transitive] a formal word meaning to prove that something is correct using scientific tests or very careful checking. You use **validate** especially about **claims**, **theories**, or **data**:

- Our **data** is collected and **validated** by a team of 120 researchers, using multiple sources to ensure reliability.

- We know that some scientists have altered the findings of their research in order to **validate** their **claims**.
- Before a **theory** can be **validated**, it needs to pass a further test, which we might call the review test.

substantiate *verb* [transitive] a formal word meaning to provide additional information that helps prove that a statement is correct. You use **substantiate** especially about **allegations** and **claims**:

- The investigation **substantiated allegations** made by former employees of the company.
- The evidence normally used to **substantiate** this **claim** is drawn from the work of Brennan and McGeevor (1985).

2. To show that something is likely

suggest *verb* [transitive] to show that something is probably true, even though there is no definite proof:

- This **suggests that** humans existed on earth thousands of years earlier than was previously thought.
- Recent research **strongly suggests that** high protein diets are actually bad for you.

indicate *verb* [transitive] if scientific facts, tests, figures etc **indicate** something, they show that it is probably true:

- Figures for 2002 **indicate that** more and more people are choosing not to get married.
- Investigations by government scientists have **indicated that** pesticides could be the cause of the condition, which results in children being born blind.

imply *verb* [transitive] if a piece of information **implies** that something is true, it shows that it is likely to be true, often in an indirect way:

- The maths and science reports **imply that** together these two subjects should occupy about one-third of the timetable.
- This **implies that** a vast number of universes exist with our own, each having equal reality.

there is some evidence that used when some evidence shows that something is true:

- **There is some evidence that** foods rich in vitamin A and vitamin C may give protection against cancer.

give the impression to make you think that a situation exists, even though this may not actually be true:

- Textbooks often **give the impression that** history is about the activities of kings and queens.
- The report **gives the impression of** having been rather hastily put together.

lead to the conclusion that to make you decide that something is likely to be true after examining all the facts, arguments etc:

- All these arguments **lead to the conclusion that** there should be greater control on gun ownership.

3. To show that something is untrue

disprove *verb* [transitive] to show that something is untrue:

- The results of the experiment seemed to **disprove** her theory.
- Some people think that drinking coffee helps burn off fat. Scientific studies have **clearly disproved** this idea.

contradict *verb* [transitive] if one statement, study, piece of evidence etc **contradicts** another, it makes the other one seem completely untrue or impossible:

- A study conducted at Massachusetts General Hospital **contradicts** the results of the Canadian study.
- Recent evidence appears to **contradict** his hypothesis.

refute *verb* [transitive] a formal word meaning to prove what someone has said is untrue:

- All attempts to **refute** Einstein's theory have failed.
- Her research **refutes** the idea that population growth is desirable and will not cause ecological damage.

invalidate *verb* [transitive] a formal word meaning to prove that someone's ideas or arguments contain mistakes, with the result that it is unlikely that they are true:

- Most people now believe that Marx's ideas have been **invalidated** by history.
- Problems with the way the original data was collected **invalidated** their findings.
- An international inspection would easily confirm or **invalidate** such reports.

demolish *verb* [transitive] to prove that something is completely wrong. You use **demolish** especially about **arguments**:

- Chomsky was able to **demolish** many of Skinner's arguments about how people acquire language.
- He **demolished** the widely held belief that the sun went around the Earth.

Study & Research

1. To study something in order to try to find out more about it
2. The work of studying something
3. A piece of writing by someone who is studying a subject
4. The results of someone's research

1. To study something in order to try to find out more about it

study *verb* [intransitive and transitive] to examine a subject carefully in order to find out more about it and discover new facts:

- Scientists are **studying what** causes the disease.
- Pavlov **studied how** dogs could be trained to associate certain sounds with food.
- She has been **studying** the relationship between writers' lives and their work.

do / carry out / conduct research to study something, especially as a part of a scientific or academic project:

- Universities are finding it difficult to get the funding they need to **do** basic **research**.
- The research was **carried out** by a team of scientists at Newcastle University.
- The department is **conducting research into** how to make diesel engines burn fuel more efficiently.
- Since 1992, the team has been **carrying out research into** the effects of human activity on wildlife.

STUDY NOTE: Grammar

Conduct research is more formal than **do research** or **carry out research**.

research *verb* [intransitive and transitive] to study a particular subject, especially a particular detailed part of a subject:

- She spent her life **researching** the causes of major childhood illnesses and birth defects.
- The book is **well researched**. (=the writer has studied this subject very carefully and thoroughly)

STUDY NOTE: Grammar

Do/carry out/conduct research (into) is more common than **research** (verb).

investigate *verb* [intransitive and transitive] to try to find out all the facts about something in order to find out the truth about it. **Investigate** is often used about accidents and crimes. It is also used about scientific studies into a specialized subject:

- The authorities in California are still **investigating what** caused the crash.
- Psychiatrists first began to **investigate** the effects of the drug in the late 1960s.
- Greenpeace has been **investigating** the environmental impact of dumping nuclear waste in the ocean.

examine *verb* [transitive] to consider or look at something carefully in order to find out more about it:

- The professor and his team have been **examining** different methods of predicting earthquakes.
- The aim of the research is to **examine how** people's experiences in the classroom affect their choice of career in later life.

evaluate *verb* [transitive] to examine something in order to decide how good, useful, important etc it is:

- The best way to **evaluate** any treatment is to carry out trials on large groups of patients.
- The Commission will **evaluate** the relative costs and benefits of the three possible airport sites.

analyse *verb* [transitive] British English, analyze American English to study something in detail, especially figures and results from research:

- US scientists have been **analyzing** the latest **data** (=information obtained from research) about global warming.
- In a recent study, researchers **analysed** the **results** of seven criminal trials.

2. The work of studying something

study *noun* [countable] a piece of work in which someone examines a particular subject in order to find out more about it, and writes about what they have found:

- The **study showed** that 25 percent of adults do not eat breakfast at all, compared with 14 percent in 1961.
- Recent **studies suggest that** our sense of smell is closely linked with the part of the brain that deals with memory.
- Of the 176 patients who **took part in the study**, 97 said they noticed a significant improvement in their condition.
- In one **study of** almost 80,000 women, researchers found that those who used artificial sweeteners gained more weight over a year than those who ate sugar.

research *noun* [uncountable] careful detailed work that is done in order to find out more about a subject, especially as a part of a scientific or academic project:

- Billions of dollars have been spent on **research into** the causes and treatment of cancer.
- The University has for a long time been a leading **centre for research** in this field.
- Some people think that cigar smoking is safer than cigarette smoking. Recent **research suggests that** this is untrue.
- In his **research**, he **showed** that the islanders once had a highly developed culture.

STUDY NOTE: Grammar

Study is a countable noun, and can be used in the plural, for example: There have been many **studies** on this subject. **Research** is only used as an uncountable noun, for example: A lot of **research** has been done on this subject.

work *noun* [uncountable] the studies that have been done on a particular subject:

- Faraday is famous for his **work on** electricity.
- A lot of **work** has been **done on** hydrogen-powered cars.
- Their **work** had an enormous influence on the study of genetics.

experiment *noun* [countable] a scientific test in order to find out what happens when you do something:

- They **carried out** a series of **experiments** (=they did a series of experiments) in order to try to prove their theory.
- **Experiments have shown that** there is an increased risk of some forms of cancer.
- In his **experiment**, Pavlov only fed the dogs while ringing a bell.
- Many people think that there should be a ban on **experiments on** live animals.

STUDY NOTE: Grammar

Conduct an experiment is more formal than **do an experiment** or **carry out an experiment**.

test *noun* [countable] a process that is intended to find out something, for example how good or safe something is, or whether someone has an illness:

- A simple **blood test** will show whether you have the virus or not.
- The doctors **did** some **tests** to find out if the couple were able to have children.
- All new furniture must **undergo tests** (=have tests) to make sure that it does not catch fire easily.
- **Tests have shown that** pigs and sheep are actually highly intelligent animals.

STUDY NOTE: Grammar

Conduct a test is more formal than **do a test** or **carry out a test**.

trial *noun* [countable] a test to find out whether a new drug, product, system etc is safe, effective etc:

- The drug is currently **undergoing clinical trials** in the US. (=it is being tested by medical researchers there)
- Farmers were asked to **carry out trials** (=do trials) **of** genetically modified crops.

3. A piece of writing by someone who is studying a subject

essay *noun* [countable] a piece of writing about a subject. **Essay** is usually used about a piece of writing by a student at school or university. It is also used about a short piece of writing about a subject by a writer, especially one who is well-known:

- Every student on this course will have to write at least one **essay on** Shakespeare.
- **In this essay, I will** attempt to explain some of the reasons why young men become involved in violent crime.
- **As was mentioned earlier in this essay**, much work still remains to be done on this subject.
- **In his essay, he** compares the theories of several well-known Greek philosophers.
- The American writer, Susan Sontag, **published** a famous **collection of essays** on photography.

paper *noun* [countable] a piece of writing about a subject, written by a student as part of their studies, or by someone who has studied a subject as part of their research. Sometimes **papers** are given as talks at large academic meetings, or published in collections of academic writing about a subject:

- Paul has to **write a paper on** American fiction from 1900 to 1930 for a seminar next week.
- The professor has **published** over forty **scientific papers on** diseases of tropical crops
- She **gave a paper on** (=gave a talk on) "Women and Science" at a conference in Minneapolis.

dissertation *noun* [countable] a piece of writing about a subject, which is written as part of a university degree:

- In the third year of their course, students have to **write** a 10,000 word **dissertation on** a topic that has been approved by their tutor.
- **This dissertation will focus on** the development of the National Health Service.

thesis *noun* [countable] a long piece of writing about a subject, that is part of an advanced university degree such as a master's degree or a doctorate:

- He **wrote his doctoral thesis on** the literature of the English romantic movement.
- She travelled to Uganda to **research her master's thesis** on Ugandan music.
- Ellen, a graduate student in urban planning, is **writing her thesis on** parking lots.

4. The results of someone's research

results *noun* [plural] the figures and other information that are produced in a scientific study or experiment:

- The **results of** this **experiment** are shown in the diagram below.
- The **results** of the **study showed** that taking aspirin regularly reduced the risk of heart disease.
- It is expected that the **results of** the **research** will have important implications for teaching children who have learning difficulties.

findings *noun* [plural] the information that someone discovered as a result of examining a subject carefully, especially when the information appears in an official report:

- Her **findings** show that regular exercise can prevent some of the diseases that are common in old age.
- France's Ministry of Transport **published** the **findings** of a report into the development of road and rail links with Italy.
- **Among its findings**, the report mentioned that there were high levels of phosphates in rivers and lakes in southern England.

conclusion *noun* [countable] something that someone has decided after examining a subject carefully, especially when this is written at the end of an official report:

- The report's **main conclusion** was that more investment was needed in the police force.
- Other studies have **reached** similar **conclusions**.
- Critics complained that this **conclusion** was based on a survey of only a small number of women.
- Several eminent biologists **challenged the conclusions** of the report.

Subjects & Topics

1. Ways of saying what the subject of something is
2. Words meaning subject

1. Ways of saying what the subject of something is

about *preposition*

- The book **is about** a boy named Huckleberry Finn.
- In her novels she **writes about** life in South Africa.
- Scientists are still trying to answer the great questions **about** the nature and origins of the universe.

on *preposition* about a particular subject:

- Professor Jones has written a number of books and articles **on** this subject.
- The Club has published its annual report **on** mountaineering and walking accidents in Scotland.

on the subject of / on the topic of about a particular subject:

- Hundreds of books have been written **on the subject of** population growth.
- She gave a series of lectures **on the topic of** nutrition.

concerning / regarding *preposition* formal words meaning "about a particular subject or point":

- The laws **concerning** child care and child protection will need to be reviewed.
- The report raises a number of important questions **regarding** food safety.

STUDY NOTE: Grammar

Don't say 'regarding to' or 'concerning to'. Just say **regarding** or **concerning**.

with regard to a formal phrase meaning "about something", used especially to introduce a subject, for example in a letter or report:

- Dear Sir, I am writing **with regard to** your advertisement in the Times.
- The college has adopted a tough approach **with regard to** racism and sexism.
- **With regard to** the recent series of terrorist attacks, it is likely that the police will be given new powers of arrest.

deal with *phrasal verb* to write about or be about a particular subject, especially a serious one, and examine it carefully and in detail:

- **I will deal with** the issue of pricing later.
- Chapter 5 **deals with** Italian art in the 15th century.

be concerned with *adjective* to be about a particular subject, especially a serious one, and examine it carefully and in detail:

- Most of the book **is concerned with** the relationship between politicians and the media.

focus on *verb* [intransitive] to deal mainly with a particular subject or problem and examine it in detail:

- In this essay **I will focus on** some of the results from recent research into brain function.
- The study **focuses on** the economic and social consequences of unemployment.
- She chose to **focus on** her home country, Brazil, for her dissertation.

tell the story of to describe what happened to someone or something:

- The play **tells the story of** a trip to Germany by an American woman and her husband.
- Snow White **tells the story of** a beautiful young princess and her jealous stepmother.

2. Words meaning subject

subject *noun* [countable] the thing that someone writes or talks about:

- The **main subject of** the book is the history of the English language.
- The author deals with **a range of different subjects** in his article.
- A number of papers have been written **on this subject**. (=about this subject)
- The case **was the subject of** a Hollywood film.

topic *noun* [countable] a subject that people often discuss or write about, in books, newspapers, at school etc:

- The course covers **topics** such as interview techniques and giving presentations.
- Global warming continues to be a major **topic of discussion**.

theme *noun* [countable] an important idea that appears several times in a book, film, play etc, and influences its development:

- Man's relationship with nature is a **common theme** in his work.
- One of the **main themes** of the article is the importance of good dental care.
- Feminine beauty is a **recurring theme** (=a theme that appears often) in Western art.

issue *noun* [countable] an important subject or problem that people discuss and argue about:

- Dealing with climate change is one of the biggest **issues** facing the world today.
- The research **raises** a number of important **issues**. (=it brings these issues to people's attention)
- The problem of population growth is a **major issue** in developing countries.
- Abortion remains a **highly controversial issue**. (=people argue about it a lot and have strong feelings about it)

question *noun* [countable] a difficult subject or problem that has often been discussed but still needs to be solved:

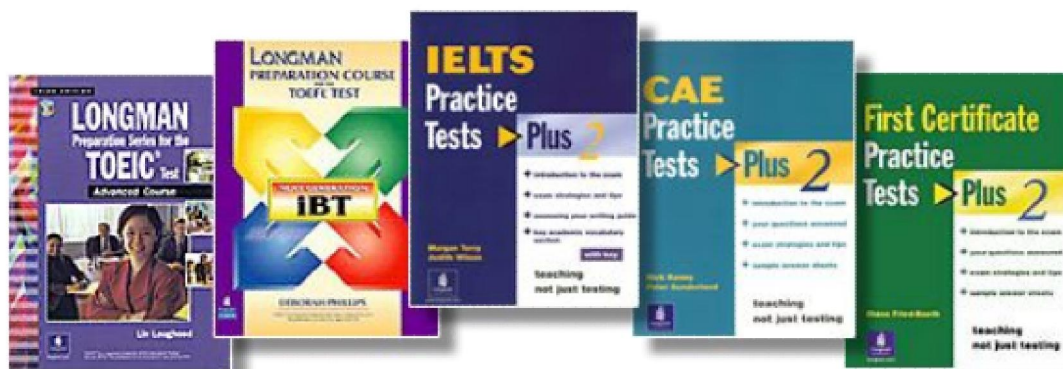
- Scientists have been trying to find the answers to these **questions** for hundreds of years.
- We want to be protected from terrorist attacks. However, this also raises the **question of** (=it makes you want to discuss this question) how we can protect our basic freedoms as citizens.
- The research **addresses** some **fundamental questions** about the nature of knowledge. (=it tries to deal with some very basic and important questions)

matter *noun* [countable] a subject. You use **matter** or **matters** especially when talking in a general and rather vague way about a subject:

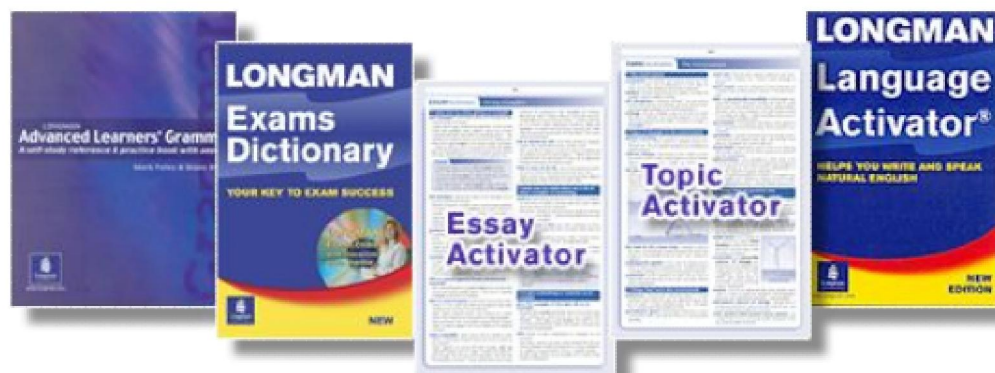
- I have little experience in **these matters**.
- **Various matters** were dealt with at the meeting.
- an expert on **financial matters**
- He held strong views on **religious matters**.
- People often do not want to discuss **personal matters** with their employer.
- Some people do not think that car crime is very important, but in fact it is **a serious matter**.
- In his book he gets right to **the heart of the matter**. (=the most important part of a subject)

STUDY NOTE: Grammar

Matter is used about things in general, often without naming them. **Issue** and **question** are more **specific**. Don't write sentences such as 'Pollution is a big **matter**', when you mean: **Pollution is a very important issue**.



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