

“SIGNPOST” WORDS AND “PHRASES”



B-TIC

BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS

Professionalism Simplified

1. “Signpost” words and “Phrases”

SIGNPOSTING WORDS give flow to writing by showing:

1. How points relate to one another and
2. When the reasoning is turning

2. Introductory Phrases when using other’s information

Use introductory phrases to tell the reader what the author you are referencing thinks or does in their text. Consider using the following after you have given the author’s name (and the year or notation).

Toney (2023) suggested....

George (2024) explains.....

The author claims.....

The author insisted

The author argued.....

The author confronted

To introduce a sequence of points in arguments or listing

Firstly, secondly etc | To begin with

Initially | Then | Next | Subsequently

Finally | Lastly | Another

To begin with, this essay will identify the causes of this situation

These factors will subsequently be analysed in detail

To add an idea, or more detail

In addition | Additionally | Furthermore
 Moreover | Again | and
 Also | Similarly | Besides
 What is more | Equally | Indeed
 Apart from this
 The issue is, furthermore, complicated by external matters.
 Indeed, scholars reject this theory as unrealistic.

To give an example

For example | For instance | To demonstrate
 As an illustration | To illustrate | In this case | Namely |
 Certain research methods, for instance, surveys and questionnaires, are particularly effective.
 As an example, the following quotation could be cited as representative of this viewpoint.

To focus on specifics in more detail

In particular
 Specifically
 Such examples, and in particular those from the last five years,
 Support the findings of recent research.

Similarity

Equally | In the same way | Likewise | Similarly | Correspondingly | Like | Just as | Similar to | Compare, compared to or with.

To generalize

As a rule | For the most part | Generally
In general | On the whole | In most case | For the most part
Usually | Typically
In general, it is true to say that a good understanding of theory is essential.
The conclusions are, for the most part, sound.

Concession

However | nevertheless | notwithstanding | while | whereas | although yet | in spite of | despite
Even if | though | on the other hand | at the same time

To introduce a comparison or further point to support your argument

By the same token | Compared with
In like manner | In comparison with
In the same way | Likewise
Similarly | Whereas
Compared with the first example, the second seems unconvincing.
This scholar's argument is likewise flawed.

To introduce a contrast or alternative point or section

In comparison | While | Whereas | Instead
 In contrast | However | Although
 Nevertheless | Nonetheless | On the other hand
 But | Yet | Alternatively
 Conversely | By contrast | On the contrary
 Nevertheless, arguments in favour of the theory must also be considered.
 The case must not, however, be overstated.

To introduce a fact or state the obvious

After all | Clearly | naturally
 Evidently | Obviously | Of course
 It is evident that
 These claims must, of course, be closely examined.
 Clearly, popular opinion is against the changes

To rephrase or explain

In other words | Or rather | That is to say
 To put it more simply | in another way
 Namely | To be more precise
 There is only one negative example, namely, that of the government.
 The model is not universal.
 To be more precise, it is not applicable in seven percent of the above cases.

To introduce a reason, result, proof or logical conclusion

Accordingly | As a consequence | As a result
 Consequently | Hence | Therefore
 Thus | For this reason | Because
 Due to | Indeed | In fact
 It could be concluded that
 The data are incomplete and, as a consequence, this interpretation is not convincing.
 Due to problems of access, research on this topic is scarce.

Giving reasons

because| because of
 due to| for this reason
 therefore (can also suggest a result, or –more implicitly – a conclusion)
 this shows (following on from an example)

Building on the last section

Having established that
 if so
 in order to
 in that/this case
 in this connection
 moreover
 so
 then
 which implies

To conclude

In conclusion | To sum up Finally

In short | To conclude

As this essay has demonstrated

In conclusion, it has been demonstrated that the hypothesis is generally supported by the evidence.



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