

kachina. You are more likely to receive a tihu as a girl approaching marriage, though a child or older woman may receive one, too.

The grammar checker on a word processor cannot help you locate shifts in tense, number, or person among sentences. Shifts are sometimes necessary (as when tenses change to reflect actual differences in time), and even a passage with needless shifts may still consist of sentences that are grammatically correct (as all the sentences are in the above examples). The only way to achieve consistency in your writing is to review it yourself.

6 • Transitional expressions

Transitional expressions such as *therefore*, *in contrast*, or *meanwhile* can forge specific connections between sentences. Notice the difference in two versions of the same paragraph:

Medical science has succeeded in identifying the hundreds of viruses that can cause the common cold. It has discovered the most effective means of prevention. One person transmits the cold viruses to another most often by hand. An infected person covers his mouth to cough. He picks up the telephone. His daughter picks up the telephone. She rubs her eyes. She has a cold. To avoid colds, people should wash their hands often and keep their hands away from their faces.

Paragraph is choppy and hard to follow

Medical science **has thus** succeeded in identifying the hundreds of viruses that can cause the common cold. It **has also** discovered the most effective means of prevention. One person transmits the cold virus to another most often by hand. **For instance**, an infected person covers his mouth to cough. **Then** he picks up the telephone. **Half an hour later**, his daughter picks up the **same** telephone. **Immediately afterward**, she rubs her eyes. **Within a few days**, she, **too**, has a cold. **And thus**, it spreads. To avoid colds, **therefore**, people should wash their hands often and keep their hands away from their faces. —KATHLEEN LaFRANK (student), “Colds: Myth and Science”

Transitional expressions (boxed) remove choppy and spell out relationships

Note that transitional expressions can link paragraphs as well as sentences. In the first sentence of LaFrank’s paragraph, the word *thus* signals a connection to an effect discussed in the preceding paragraph. See pages 71–73 for more on such transitions.

The following box lists many transitional expressions by the functions they perform:

Transitional expressions

To add or show sequence

again, also, and, and then, besides, equally important, finally, first, further, furthermore, in addition, in the first place, last, moreover, next, second, still, too

To compare

also, in the same way, likewise, similarly

To contrast

although, and yet, but, but at the same time, despite, even so, even though, for all that, however, in contrast, in spite of, nevertheless, notwithstanding, on the contrary, on the other hand, regardless, still, though, yet

To give examples or intensify

after all, an illustration of, even, for example, for instance, indeed, in fact, it is true, of course, specifically, that is, to illustrate, truly

To indicate place

above, adjacent to, below, elsewhere, farther on, here, near, nearby, on the other side, opposite to, there, to the east, to the left

To indicate time

after a while, afterward, as long as, as soon as, at last, at length, at that time, before, earlier, formerly, immediately, in the meantime, in the past, lately, later, meanwhile, now, presently, shortly, simultaneously, since, so far, soon, subsequently, then, thereafter, until, until now, when

To repeat, summarize, or conclude

all in all, altogether, as has been said, in brief, in conclusion, in other words, in particular, in short, in simpler terms, in summary, on the whole, that is, therefore, to put it differently, to summarize

To show cause or effect

accordingly, as a result, because, consequently, for this purpose, hence, otherwise, since, then, therefore, thereupon, thus, to this end, with this object

Note Draw carefully on this list of transitional expressions because the ones in each group are not interchangeable. For instance, *besides*, *finally*, and *second* may all be used to add information, but each has its own distinct meaning.