Key Words for Organizing Information

This list, most certainly not exhaustive, gives examples of words that should alert you to particular patterns of organization and relationships between ideas. Knowing these words will help you to understand what an author is trying to express, how to categorize information, and how to organize, introduce, and make transitions between information on essay exams or in writing assignments.

**Cause and Effect**
- Accordingly
- Because
- Consequently
- For this reason
- Since
- Thus
- If...then
- So

**To Show Result**
- Hence
- Therefore
- Accordingly
- Consequently
- Thus
- As a result
- Then
- In the final analysis
- Finally
- In order that

**Time Order**
- Afterwards
- Later
- Now
- Meanwhile
- Presently
- Formerly
- Next
- Subsequently
- Then
- Before

**To Show Summary**
- Briefly, in brief
- All in all
- To sum up
- In sum
- In other words
- And so
- On the whole
- To conclude
- In conclusion
- For these reasons

**Exemplification**
- For instance
- For example, an example is
- As an example
- In fact

**To Show Emphasis**
- To be sure
- Indeed
- Most important of all
- A major factor
- Largely
- Mainly
- In any event

**To Show Repetition**
- As noted above
- As I have said
- To repeat

**To Show Contrast**
- But
- Yet
- And yet
- Still
- Despite
- However
- Nevertheless
- Nonetheless
- On the other hand
- On the contrary
- Although
- Notwithstanding
- For all that
- Despite this
- In contrast
- In opposition to
- Rather than
- Therefore
- In spite of
<table>
<thead>
<tr>
<th>To Show Comparison</th>
<th>Order/List/Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Similarly</td>
<td>First, second, etc.</td>
</tr>
<tr>
<td>Likewise</td>
<td>Next</td>
</tr>
<tr>
<td>In like manner</td>
<td>Then</td>
</tr>
<tr>
<td>In the same way</td>
<td>Last, finally</td>
</tr>
<tr>
<td>Equally</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To Show Purpose</th>
<th>To Show Addition</th>
</tr>
</thead>
<tbody>
<tr>
<td>To this end</td>
<td>Additionally, in addition</td>
</tr>
<tr>
<td>For this purpose</td>
<td>Moreover</td>
</tr>
<tr>
<td>For this end</td>
<td>Further</td>
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<tr>
<td>In order that</td>
<td>Furthermore</td>
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<td>Besides</td>
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<td></td>
<td>And</td>
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<td>Likewise</td>
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<td>Also, too</td>
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<td>Nor</td>
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<td>Again</td>
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<tr>
<td></td>
<td>Equally important</td>
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<tr>
<td></td>
<td>Proceeding to</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To Show Time</th>
<th>To Begin a Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously</td>
<td>First</td>
</tr>
<tr>
<td>Up to this time</td>
<td>First of all</td>
</tr>
<tr>
<td>Meanwhile</td>
<td>In the first place</td>
</tr>
<tr>
<td>At length</td>
<td>To begin with</td>
</tr>
<tr>
<td>Immediately</td>
<td>Starting with</td>
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<tr>
<td>Soon</td>
<td>To commence with</td>
</tr>
<tr>
<td>After a few days</td>
<td>In the beginning</td>
</tr>
<tr>
<td>In the meantime</td>
<td>Initially</td>
</tr>
<tr>
<td>Afterward</td>
<td>First and foremost</td>
</tr>
<tr>
<td>Later</td>
<td></td>
</tr>
</tbody>
</table>