



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

To Show Place

Here
There
Over there
Beyond
Nearby
Opposite to
Adjacent to
On the opposite side

Time Order

Afterwards
Later
Now
Meanwhile
Presently
Formerly
Next
Subsequently
Then
Before

To Show 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 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

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

To Show Comparison

Similarly
Likewise
In like manner
In the same way
Equally

To Show Purpose

To this end
For this purpose
For this end
In order that

To Show Time

Previously
Up to this time
Meanwhile
At length
Immediately
Soon
After a few days
In the meantime
Afterward
Later

Order/List/Sequence

First, second, etc.
Next
Then
Last, finally

To Show Addition

Additionally, in addition
Moreover
Further
Furthermore
Besides
And
Likewise
Also, too
Nor
Again
Equally important
Proceeding to

To Begin a Series

First
First of all
In the first place
To begin with
Starting with
To commence with
In the beginning
Initially
First and foremost