

# Conjunctions & linking words

**Task 1: Write down the letter of the most suitable conjunction or linking device.**

1. She is always eating. \_\_\_\_\_, she eats unhealthy food.  
A) Unless      B) What's more      C) Also
2. I would like to stay \_\_\_\_\_ I am too busy.  
A) because      B) so that      C) but
3. \_\_\_\_\_ there isn't much traffic, we will arrive on time.  
A) Unless      B) However      C) As
4. \_\_\_\_\_ she went shopping, she had written a shopping list.  
A) Before      B) After      C) While
5. Jenny goes to the disco \_\_\_\_\_ time permits.  
A) so that      B) whenever      C) since
6. That restaurant is very expensive and \_\_\_\_\_, the service is very slow.  
A) that      B) in addition to that      C) so that
7. \_\_\_\_\_ being a very delicious fruit, kiwis are also rich in vitamins.  
A) Besides      B) Moreover      C) Besides that
8. Neither Tessa \_\_\_\_\_ Sara have ever been to the USA.  
A) either      B) or      C) nor
9. He will visit his grandmother in the hospital \_\_\_\_\_ she is there and alive.  
A) as long as      B) as      C) so as to
10. They are excellent vegetables and, \_\_\_\_\_, they are organic.  
A) than      B) moreover      C) that is to say
11. We can come with you, \_\_\_\_\_ we come back before dinner.  
A) besides      B) that      C) provided
12. They looked \_\_\_\_\_ they were going away for ever.  
A) as if      B) besides      C) in case
13. \_\_\_\_\_ having been promoted in May, he has been working more than ever before.  
A) Unless      B) Since      C) While

## Task 2: Complete the sentences using one of the following expressions.

Be careful! There are expressions that you do not need.

both ... and	either...or	neither...nor	however
so as to	on the other hand	so	as long as
as soon as	until	or	whenever

1. The wine I drank was great! It was \_\_\_\_\_ Italian \_\_\_\_\_ French.
2. We ate \_\_\_\_\_ meat \_\_\_\_\_ fish on our last vacation.
3. The new CD was \_\_\_\_\_ long \_\_\_\_\_ very interesting.
4. Mary can't swim under water for \_\_\_\_\_ Mona can.
5. \_\_\_\_\_ I go to London, it always seems to rain.
6. Mother always gets up early \_\_\_\_\_ get the breakfast ready for us.
7. On the on hand, it's a big flat, but \_\_\_\_\_, it's too expensive for me.
8. It's a beautiful morning, \_\_\_\_\_ they say it'll rain after lunch.

## Task 3: Express the sentences in English.

1. Zu Mittag essen wir immer entweder Fleisch oder Fisch.  
\_\_\_\_\_
2. Obwohl sie spat nach Hause kam, hat Sandra das Abendessen für alle gemacht.  
\_\_\_\_\_
3. Sowohl Hans als auch seine Frau laden sehr gerne Leute zum Abendessen ein.  
\_\_\_\_\_
4. Der Kellner war sehr nett, aber das Essen war nicht sehr gut.  
\_\_\_\_\_
5. Wir schalten den Ofen ein, sobald die Gäste ankommen.  
\_\_\_\_\_
6. Die Kinder dürfen erst mit dem Essen anfangen, wenn sie sich die Hände gewaschen haben.  
\_\_\_\_\_

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A) Unless      B) What's more      C) Also
2. I would like to stay \_\_\_C\_\_\_ I am too busy.  
A) because      B) so that      C) but
3. \_\_\_A\_\_\_ there isn't much traffic, we will arrive on time.  
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4. \_\_\_A\_\_\_ she went shopping, she had written a shopping list.  
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10. They are excellent vegetables and, \_\_\_B\_\_\_, they are organic.  
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2. We ate \_\_\_\_ both \_\_\_\_ meat \_\_\_\_ and \_\_\_\_ fish on our last vacation.
3. The new CD was \_\_\_\_ neither \_\_\_\_ long \_\_\_\_ nor \_\_\_\_ very interesting.
4. Mary can't swim under water for \_\_\_\_ as long as \_\_\_\_ Mona can.
5. \_\_\_\_ Whenever \_\_\_\_ I go to London, it always seems to rain.
6. Mother always gets up early \_\_\_\_ so as to \_\_\_\_ get the breakfast ready for us.
7. On the on hand, it's a big flat, but \_\_\_\_ on the other hand \_\_\_\_, it's too expensive for me.
8. It's a beautiful morning, \_\_\_\_ however \_\_\_\_ they say it'll rain after lunch.

## Task 3: Express the sentences in English.

1. Zu Mittag essen wir immer entweder Fleisch oder Fisch.  
\_\_\_\_ We always eat either meat or fish for lunch. \_\_\_\_\_
2. Obwohl sie spat nach Hause kam, hat Sandra das Abendessen für alle gemacht.  
\_\_\_\_ Despite her coming home late, Sandra made dinner for everybody. \_\_\_\_\_
3. Sowohl Hans als auch seine Frau laden sehr gerne Leute zum Abendessen ein.  
\_\_\_\_ Both Hans and his wife love to have people for dinner. \_\_\_\_\_
4. Der Kellner war sehr nett, aber das Essen war nicht sehr gut.  
\_\_\_\_ The waiter was very nice, but the food wasn't very good. \_\_\_\_\_
5. Wir schalten den Ofen ein, sobald die Gäste ankommen.  
\_\_\_\_ We'll turn on the oven as soon as the guests arrive / have arrived. \_\_\_\_\_
6. Die Kinder dürfen erst mit dem Essen anfangen, wenn sie sich die Hände gewaschen haben.  
\_\_\_\_ The children can't start eating until they've washed their hands. \_\_\_\_\_

# Guided Writing – Useful Tips

As you know, you will not have a lot of time to write a good guided writing.

Here are some useful tips.

## Example Task:

*On your trip around Ireland you visited the Rock of Cashel. Write a blog entry for your school homepage.*

*Include the following aspects:*

- *how you got there*
- *first impression*
- *what you liked*
- *one additional aspect*

*Write about 200 words*

## Content:

In order to get all seven points for content you have to mention each of the four prompts given and add three aspects to each one. This is very easy to achieve if you make a grid like the one below before you start writing. This is also the structure for your text.

	Prompt 1	Prompt 2	Prompt 3	Prompt 4
Aspect 1				
Aspect 2				
Aspect 3				

If you write along this grid, you won't have any content problems. Always add at least an introductory and ending sentence. If possible, use the prompts in the order given

It is easier for you to check if you have mentioned each prompt and for the examiner as well to see what you were thinking during the writing process.

## Example:

	How get there	Impression	Like	additional
Aspect 1	single track roads	many tourists	very old graves	hard to find a toilet
Aspect 2	hard to find a parking space	very impressive	great scenic view	nice only if the weather is good
Aspect 3	short walk up	larger than imagined	felt like being in a Hollywood movie	3 hours are enough time

**Task Achievement:**

If you want to get seven points for task achievement, you should make paragraphs (leave an empty line) after each prompt and add at least two to four linking devices to each one. The reader gets the impression that it's written easily and he can read it fluently (coherence and cohesion.)

**Here are some useful linking devices:**

FOR EXAMPLE	WHILE	TO ILLUSTRATE MY OPINION
FOR INSTANCE	WHEREAS	
NAMELY	UNLIKE	I'M CONVINCED THAT
IN ADDITION	IN THEORY ... IN PRACTICE	WITHOUT ANY DOUBT
AS WELL AS	DUE TO	CONSEQUENTLY
FURTHERMORE	DUE TO THE FACT THAT	AS FAR AS I'M CONCERNED
MOREOVER	BECAUSE	IN COMPARISON
APART FROM	BECAUSE OF	ANOTHER POINT IS
IN ADDITION TO	SINCE	TO PUT IT IN A NUTSHELL
ADDITIONALLY	AS	ON THE ONE HAND...ON THE
BESIDES	IN SHORT	OTHER HAND
THEREFORE	IN BRIEF	ON THE WHOLE
SO	IN SUMMARY	
CONSEQUENTLY	TO SUMMARIZE	
AS A RESULT OF	TO CONCLUDE	
HOWEVER	IN CONCLUSION	
ALTHOUGH	IN OTHER WORDS	
NOT ONLY...BUT ALSO	FIRSTLY, SECONDLY, FINALLY	
IN OTHER WORDS	LASTLY	
EVEN THOUGH	BUT NO MATTER WHAT	
DESPITE	THE FOLLOWING	
DESPITE THE FACT THAT	PERSONALLY SPEAKING	
NEVERTHELESS	FRANKLY SPEAKING	
NONETHELESS	FINALLY	

This list is not complete. However, using some of these words will surely help your writing score. If you don't know a word, look it up in a dictionary.

### Grammar:

In order to get as many grammar points as possible, try to use some complex grammar structures as well.

#### SIMPLE STRUCTURES

affirmative sentences  
negative sentences  
interrogative sentences  
imperative  
direct speech  
modals

#### COMPLEX STRUCTURES

conditional sentences  
passive (progressive tenses)  
participle constructions  
reported speech  
modals + perfect ("should have done")  
present perfect/past perfect / past perfect progressive

### Vocabulary:

Do not write like a 5<sup>th</sup>-grader, write in a language style appropriate for a 10<sup>th</sup> grader. Show the examiner, that you have learned your vocabulary by heart in the previous years.

### General Quality:

Don't mix up the genre and style: Learn some expressions used in a formal letter!

- Formal letter = Letter of Complaint, Letter of Application
- Informal letter = diary entry, article or letter for newspaper, website / magazine / blog / email to a friend

#### Useful Phrases for a Formal Letter:

- Dear Sir or Madam, (NOT! Dear Ladies or Gentlemen; Not so good: Dear Mr. Smith)
- Letter of Application: I refer to your advertisement in the TIMES of June 10 and am writing to apply for...
- I would like to apologise for the inconvenience this may have caused.
- I thank you in anticipation and look forward to hearing from you soon.
- Yours faithfully / Yours sincerely / Sincerely / Sincerely yours  
(also OK: Kind Regards) -> line empty -> Name
- KISS – RULE: Keep It Short and Simple! BUT...  
Include all important details!  
Be polite!
- Do not use short forms (can't -> cannot; won't -> will not; isn't -> is not,...)

**If you have enough time left: Proofread your essay to avoid simple vocabulary or grammar mistakes!**