

# Useful phrases for writing essays - Bachelor students 2006

*This list is not exhaustive, but has been designed to give students the basic phrases that they can use to structure their essays coherently. Do not overuse these phrases, and make sure that your essays have plenty of interesting and relevant content.*

## Section 1: General Essay Phrases

### A. Introductory remarks.

It is generally agreed today that...

In approaching this issue, one should...

Nowadays, it is scarcely possible to...

The business world offers us numerous examples of...

### B. Developing the argument

The first aspect to point out is that...

Let us start by considering the facts.

### C. The other side of the argument

It would also be interesting to see...

One should, nevertheless, consider the problem from another angle.

Equally relevant to the issue are the questions of...

### D. Balancing views

One should always remember that...

One should, however, not forget that...

We could perhaps go further and ask ourselves whether...

### E. Conclusion

The arguments we have presented... suggest that.../ prove that.../ would indicate that...

From these arguments one must.../ could.../ might... conclude that...

All of this points to the conclusion that...

### F. Ordering elements

Firstly,.../ Secondly,.../ Finally,... (note the comma after all these introductory words.)

If on the one hand it can be said that... the same is not true for...

The first argument suggests that... whilst the second suggests that...

### G. Adding elements

Furthermore, one should not forget that...

In addition to...

Moreover...

### H. Accepting other points of view

Nevertheless, one should accept that...

However, we also agree that...

## **I. Personal opinion**

We personally believe that...

Our own point of view is that...

## **J. Others' opinions**

Experts...

... believe that

... say that

... suggest that

... are convinced that

... point out that

... emphasise that

According to some experts...

## **K. Introducing examples**

Take for example...

To illustrate this point one need only refer to...

## **L. Introducing facts**

It is... true that.../ clear that.../ noticeable that...

One should note here that...

## **M. Saying what you think is true**

This leads us to believe that...

It is very possible that...

In view of these facts, it is quite likely that...

## **N. Certainty**

Doubtless,...

One cannot deny that...

It is (very) clear from these observations that...

## **O. Doubt**

All the same, it is possible that...

It is difficult to believe that...

## **P. Accepting other points to certain degree**

The decision was a good one. Nonetheless,...

One can agree up to a certain point with...

Certainly,... However,...

It cannot be denied that...

## **Q. Emphasising particular points**

The last example highlights that fact that...

Not only... but also...

We would even go so far as to say that...

## **R. Moderating, agreeing, disagreeing**

By and large...

Perhaps we should also point out the fact that...  
It would be unfair not to mention that fact that...  
One must admit that...  
We cannot ignore the fact that...  
One cannot possibly accept the fact that...

### **S. Consequences**

From these facts, one may conclude that...  
That is why, in our opinion, ...  
Which seems to confirm the idea that...  
Thus,.../ Therefore,...

### **T. Comparison**

Some experts suggest..., whereas others...  
Compared to...  
On the one hand there is the firm belief that... On the other hand, many people are convinced that...

## **Section 2: Phrases For Balanced Arguments**

### **INTRODUCTION**

It is often said that...  
It is undeniable that...  
It is a well-known fact that...  
For the great majority of people...  
We live in a world in which...  
A number of key issues arise from the statement. For one...  
One of the most striking features of this problem is...  
First of all, let us try to understand...  
The public in general tend to believe that...

### **THESIS**

The first thing that needs to be said is...  
One argument in support of...  
We must distinguish carefully between...  
The second reason for...  
An important aspect of the problem is...  
It is worth stating at this point that...

### **ANTITHESIS**

On the other hand, we can observe that...  
The other side of the coin is, however, that...  
Another way of looking at this question is to...

### **SYNTHESIS**

The fact of the matter is surely that...  
The truth of the matter is simply that...  
On balance, we can safely say that...

On reflection, it seems more accurate to say that...  
If one weighs the pros and the cons of the case, one soon realises that...  
In the final analysis...

## CONCLUSION

What conclusions can be drawn from all this?  
The most satisfactory conclusion that we can come to is...  
To sum up... we are convinced that.../ ...we believe that.../ ...we have to accept that...

## Final Notes

### 1. Overuse of "very."

Be careful not to overuse the word "very." You may be penalised for exaggerating a point in your essay, so use this word sparingly to qualify another adjective or adverb.

### 2. The word "thing"

A lot of confusion arises, and a lot of bad style arises, from the way students use the word "thing." Avoid this word as much as possible and replace it as often as possible with the name of whatever you are referring to.

*Examples:*

x One thing that needs to be said...

-> One point that needs to be made...

x Many things can be said against trade unions.

-> One can criticise trade unions for the fact that...

### 3. Style and grammar

#### a. "And..." "But..."

Avoid starting a sentence with "And" or "But." Although there are instances where one might do so, it is generally not such a good idea.

#### b. "-ing"

Avoid starting a sentence with an "-ing" form. Although there are instances where this is possible, most students get these structures wrong, so unless you are absolutely certain about what you are doing, keep to more standard structures.

#### c. Commas, and "that"

Typically German phrases that contain a "..., dass" do NOT contain commas in English.

*Examples:*

DE: Es ist klar, dass... (with comma)

GB: It is clear that... (No comma)

DE: Man muss auch zugeben, dass...

GB: One has to admit that...

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