

Basic Free Hand Writing-01

Linking Words

Linking / transition words

Linking words, also known as connectors or transition words, are essential in writing and speaking as they help to connect ideas smoothly and logically.

Why are Linking words crucial??

- **Smooth Transitions:** They help in creating smooth transitions between sentences and paragraphs, making your writing more coherent and easier to follow.
- **Clarity:** They provide clarity by showing the relationship between different ideas and sentences. This helps readers understand the logic and flow of the text.
- **Structure:** They provide a clear structure to your writing, making it more organized. This is especially important in academic writing, where a clear argument is essential.
- **Emphasis:** They can highlight important points, ensuring that your main ideas stand out.
- **Variety:** Using a range of linking words prevents your writing from becoming monotonous and repetitive. It keeps the reader engaged.
- **Persuasion:** In persuasive writing, linking words help build a convincing argument by logically connecting your ideas and evidence.

Application

- **1. Addition**

- : *She loves reading books. Furthermore, she enjoys writing them.*

- **2. Contrast**

- : *She likes coffee. On the other hand, he prefers tea.*

- **3. Cause and Effect**

- : *It was raining heavily. As a result, the match was postponed.*

- **4. Sequence**

- : *First, we went to the market. Next, we visited the park.*

Application

- **5. Emphasis**

- : *Indeed, she is the best candidate for the job.*

- **6. Comparison**

- : *Similarly, her brother is also a talented musician.*

- **7. Example**

- : *For instance, many people enjoy watching movies at home.*

- **8. Conclusion**

- : *In conclusion, we should all work together to protect the environment.*

Only Preliminary



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- যে কোন সমস্যায় মেন্টরদের সাথে কথা বলার সুযোগ
- এক্সক্লুসিভ Victors Material
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- দ্রুত নিয়োগ হয়
- অন্য জবের চেয়ে তুলনা মূলক কম সিলেবাস
- স্বচ্ছ নিয়োগ প্রক্রিয়া
- সল্প পরিশ্রমে জব হয়
- নিয়োগ সার্কুলার বেশি
- আর্থিক সক্ষমতা

প্রিলিমিনারি ক্লাস প্ল্যান

- ম্যাথ - ৪০ টি
- জিকে - ২৩ টি
- আইসিটি - ১৪ টি
- ইংলিশ গ্রামার - ১৭ টি
- বাংলা ব্যাকরণ - ১৪ টি
- বাংলা সাহিত্য - ১২ টি
- ডোকাব ক্লাস - ২০ টি

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- ইন্টারঅ্যাক্টিভ ক্লাস - ১০০ টি
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- যে কোন সমস্যায় মেন্টরদের সাথে কথা বলার সুযোগ
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- লিখিত জিকে - ১০ টি
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Additional Information

- Moreover, Furthermore, In addition, Additionally, Besides, Also, As well as , Plus, Too, And, Not to mention, What's more.
- **1. Moreover**
 - : *She is a talented singer. Moreover, she is an excellent dancer.*
- **2. Furthermore**
 - : *The project was completed on time. Furthermore, it was under budget.*
- **3. In addition**
 - : *He is very intelligent. In addition, he has a great sense of humor.*
- **4. Additionally**
 - : *The weather was perfect for a picnic. Additionally, the park was not crowded.*

Additional Information

- **5. Besides:** *The meal was delicious. Besides, the service was excellent.*
- **6. Also :** *She speaks French. Also, she can communicate in Spanish.*
- **7. As well as :** *We need to finish the report. As well as, we need to prepare for the meeting.*
- **8. Plus :** *The car is affordable. Plus, it has excellent fuel efficiency.*
- **9. Too :** *He enjoys reading books. He likes watching movies, too.*
- **10. And :** *I will call you tomorrow, and we can discuss the details then.*
- **11. Not to mention :** *The house is spacious. Not to mention, it has a beautiful garden.*
- **12. What's more :** *The trip was enjoyable. What's more, we made new friends.*

Listing & Sequence

- Firstly, we need to gather all the necessary materials.
- Secondly, we should prepare the workspace.
- Initially, the project faced several challenges.
- Then, we implemented the new strategy.
- Next/After that, we tested the revised plan.
- Afterwards, the team celebrated their success.
- In the first place, we must understand the problem.
- To begin with, let's review our previous work.
- Subsequently, we received positive feedback from clients.

Listing & Sequence

- Eventually, we achieved all our goals.
- Consequently, the project was deemed a success.
- Before we proceed, let's review the requirements.
- Prior to the meeting, please read the agenda.
- Following the presentation, there will be a Q&A session.
- Lastly, we need to evaluate the results.
- Finally, let's present our findings.

Giving Examples

- **For example:** Many fruits are rich in vitamins. For example, oranges and strawberries are high in vitamin C.
- **For instance:** Some countries have unique wildlife. For instance, Australia is home to kangaroos.
- **Such as/like:** You should eat more vegetables, such as/like broccoli, spinach, and carrots.
- **Including:** The museum has various exhibits, including ancient artifacts and modern art.
- **Namely:** Three countries were represented at the conference, namely, France, Germany, and Spain.
- **In particular:** I enjoy outdoor activities, in particular, hiking and cycling.
- **To illustrate:** She has many talents. To illustrate, she can sing, dance, and play the piano.
- **As an illustration:** *Her dedication is impressive. As an illustration, she often works late into the night.*

Cause and Effect

- **1. Therefore**

- **Example:** *She missed her bus; therefore, she was late for the meeting.*

- **2. Consequently**

- **Example:** *The company was not performing well; consequently, they had to lay off several employees.*

- **3. As a result**

- **Example:** *It rained heavily all night. As a result, the roads were flooded.*

- **4. Hence**

- **Example:** *He did not complete his assignment on time; hence, he received a lower grade.*

- **5. Thus**

- **Example:** *She studied hard for the exam; thus, she scored very well.*

- **6. Because**

- **Example:** *She was tired because she had not slept well.*

- **7. Due to**

- **Example:** *The match was cancelled due to the bad weather.*

Cause and Effect

- **8. Owing to**

- **Example:** *Owing to his dedication, the project was completed ahead of schedule.*

- **9. Since**

- **Example:** *Since the library was closed, he decided to study at home.*

- **10. For this reason**

- **Example:** *She did not meet the deadline. For this reason, the client was not happy.*

- **11. So**

- **Example:** *It was getting late, so they decided to head back.*

- **12. Accordingly**

- **Example:** *He was given a warning. Accordingly, he adjusted his behaviour.*

- **13. Because of this**

- **Example:** *He forgot his keys. Because of this, he was locked out.*

- **14. That's why**

- **Example:** *The instructions were unclear. That's why she made a mistake.*

Contrast

- **1. However:** *She loves coffee; however, he prefers tea.*
- **2. On the other hand:** *I enjoy hiking. On the other hand, my sister prefers swimming.*
- **3. Conversely:** *The south of the country is very dry. Conversely, the north experiences heavy rainfall.*
- **4. In contrast:** *She is very outgoing. In contrast, her brother is quite shy.*
- **5. Yet:** *The project was challenging, yet we completed it on time.*
- **6. Nevertheless:** *It was raining heavily; nevertheless, they continued their journey.*
- **7. Nonetheless:** *The task was difficult; nonetheless, she managed to finish it.*
- **8. Although:** *Although it was cold, he went out without a coat.*
- **9. Even though:** *Even though she was tired, she stayed up late to finish her work.*
- **10. Despite:** *Despite the rain, they went for a walk.*

Contrast

- **11. Despite :** *Despite the fact that he was ill, he attended the meeting.*
- **12. In spite of:** *In spite of the difficulties, they succeeded.*
- **13. Whereas:** *He enjoys classical music, whereas she prefers pop music.*
- **14. While:** *While he is good at science, she excels in arts.*
- **15. Though:** *Though it was expensive, he bought the car.*
- **16. Rather:** *She chose to stay home rather than go out.*
- **17. Instead:** *He didn't go to the party; instead, he stayed home to study.*
- **18. Alternatively:** *You could walk to the station. Alternatively, you can take a bus.*
- **19. But:** *I wanted to go, but I was too tired.*

Contrast

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Comparison

- **1. Similarly**

- **Example:** *She loves reading books. Similarly, her brother enjoys writing.*

- **2. Likewise**

- **Example:** *The new system is user-friendly. Likewise, the old system was easy to use.*

- **3. In the same way**

- **Example:** *He struggled with the test. In the same way, many students found it challenging.*

- **4. Just as**

- **Example:** *Just as the sun sets in the west, it rises in the east.*

- **5. Similarly to**

- **Example:** *Her cooking style is similar to that of her grandmother.*

- **6. Like**

- **Example:** *He acts like his father when he is angry.*

- **7. Equally**

- **Example:** *Both solutions are equally effective.*

Emphasis

- **1. Indeed**

- **Example:** *She is indeed the best candidate for the job.*

- **2. In fact**

- **Example:** *He is very talented. In fact, he won several awards for his work.*

- **3. Certainly**

- **Example:** *This is certainly an opportunity not to be missed.*

- **4. Undoubtedly**

- **Example:** *She is undoubtedly the best player on the team.*

- **5. Obviously**

- **Example:** *The instructions were obviously not clear enough.*

- **6. Clearly**

- **Example:** *She clearly has a lot of experience in this field.*

- **7. Definitely**

- **Example:** *This is definitely the best solution to the problem.*

Emphasis

- **8. Absolutely:** *He is absolutely right about the importance of time management.*
- **9. Particularly:** *I particularly enjoyed the presentation on renewable energy.*
- **10. Especially:** *She is especially skilled in graphic design.*
- **11. As a matter of fact**
- **Example:** *As a matter of fact, he was the one who came up with the idea.*
- **12. In particular**
- **Example:** *I like all kinds of music, but I am particularly fond of jazz.*
- **13. Of course**
- **Example:** *Of course, we need to consider all possible options.*
- **14. Importantly**
- **Example:** *More importantly, we need to ensure that everyone is on the same page.*
- **15. Above all**
- **Example:** *Above all, we must prioritize our customers' needs.*

Conclusion

- **1. In conclusion**
- **Example:** *In conclusion, we should invest more in renewable energy sources.*
- **2. To conclude**
- **Example:** *To conclude, the research shows a clear link between diet and health.*
- **3. To summarize**
- **Example:** *To summarize, the project was a success despite the challenges.*
- **4. In summary**
- **Example:** *In summary, the benefits of the new system outweigh the costs.*
- **5. Finally**
- **Example:** *Finally, I would like to thank everyone for their contributions.*
- **6. Ultimately**
- **Example:** *Ultimately, it is up to us to make a difference.*
- **7. To sum up**
- **Example:** *To sum up, the experiment confirmed our hypothesis.*

Conclusion

- **8. In the end:** *In the end, hard work and dedication paid off.*
- **9. Overall:** *Overall, the results were very positive.*
- **10. All in all:** *All in all, it was an enriching experience.*
- **11. In brief**
- **Example:** *In brief, the presentation covered the main points effectively.*
- **12. In short**
- **Example:** *In short, we need to act now to prevent further damage.*
- **13. On the whole**
- **Example:** *On the whole, the project was a great success.*
- **14. To recap**
- **Example:** *To recap, our main objective is to improve customer satisfaction.*
- **15. As a result**
- **Example:** *As a result, we have decided to implement the new policy.*

Practice

1. He enjoys playing football. _____, he likes watching basketball.
2. She wanted to buy the dress; _____, it was too expensive.
3. The weather was terrible. _____, the event was cancelled.
4. First, we went shopping. _____, we had dinner at a nice restaurant.
5. He is an excellent student. _____, he always gets the highest grades.
6. Her cooking skills are amazing. _____, her sister's baking is top-notch.
7. I love outdoor activities, _____, hiking and cycling.
8. _____, the project was a great success.

[However, Moreover, Then, Therefore, Indeed, such as, In conclusion, Similarly]

Practice

1. Financial literacy is the understanding of various financial areas, _____ managing personal finance, money, and investing.
2. _____ it equips individuals with the knowledge to make informed financial decisions.
3. _____ people are at a greater risk of making poor financial choices that could lead to significant financial problems.
4. Understanding financial concepts helps individuals to plan for the future. _____ budgeting, saving, investing, and debt management
5. _____ It empowers people to make smart decisions about spending _____ saving for retirement
6. _____ Financially literate individuals are more likely to have a better quality of life.
7. _____ This knowledge also reduces stress related to money issues and provides a sense of security.
8. _____ Financial literacy is a crucial skill in today's complex financial world.