Certain words and phrases provide clues to important ideas in college reading and listening. Recognizing these clue words and phrases will increase your ability to spot main points in lectures and textbooks.

### ADDITIVE WORDS AND PHRASES

Additive words and phrases communicate that *more of the same is coming* of equal importance to that already given.

- also
- besides
- furthermore
- moreover
- another
- and
- further
- in addition
- too

### EQUIVALENCY WORDS AND PHRASES

Equivalency words and phrases usually communicate that another idea of equal importance is about, to be given but sometimes these words indicate the relative importance of ideas to others.

- equally
- similarly
- at the same time
- as well as
- first
- likewise
- next
- third
- The next step
- second
- of equal importance

### AMPLIFICATION WORDS AND PHRASES

Amplification words and phrases provide clarifying information and details necessary for understanding.

- Specifically
- for example (e.g.)
- likewise
- such as
- what’s meant is
- Let me illustrate
- for instance
- to clarify
- to explain
- this means
ALTERNATIVE WORDS AND PHRASES

Alternative words and phrases point out choices or differences OR that there are no choices or differences.

Either or neither nor
Otherwise the difference similarly other than

REPETITIVE WORDS AND PHRASES

Repetitive words and phrases emphasize ideas that are so important that they will be repeated directly or in paraphrase.

Again in other words that is (i.e.) to repeat

CAUSE AND EFFECT WORDS AND PHRASES

Cause and effect words and phrases indicate of relationships between events or ideas.

Accordingly because consequently since so
Hence for this reason then as a result therefore
The outcome is thus

CONTRAST OR CHANGE WORDS AND PHRASES

Contrast or change words and phrases suggest two sets of similar, complimentary, or opposing circumstances.

But in spite of notwithstanding conversely still
despite on the other hand instead of though however
Rather than yet nevertheless regardless even
Whereas similarly in contrast a parallel

QUALIFYING WORDS AND PHRASES

Qualifying words and phrases modify the conditions which affect important ideas or situations. There are two kinds: absolutes and sometimes words. Absolutes mean 100% of the time and sometimes words mean undefined portions or numbers of times.

Absolute words and phrases:

No all never always only
Ever none no one forever every time
Sometimes words and phrases:

- Few  many  occasionally  some  most
- Somewhat  sometimes  usually  nearly always

**EMPHASIS WORDS AND PHRASES**

Emphasis words and phrases give clues to degrees of importance of ideas and events in relation to each other.

- Above all  less important  most important  crucial  key idea
- The crux  more importantly  main point  less so  a central fact
- Of significance is

**TIME AND ORDER WORDS AND PHRASES**

Time and order words and phrases indicate specific organization patterns of ideas. Many times, order is crucial to an accurate understanding of ideas or events.

- Finally  second  then  next  last
- Afterwards  before  formerly  later  meanwhile
- Subsequently  ultimately  now  presently  previously
- Finally

**SUMMARIZE PHRASES**

Summarizing phrases indicates important ideas will be reviewed or pulled together under a central theme.

- In brief  to sum up  for these reasons  to review  in conclusion