

Reading and Listening Clues

Many words and phrases provide clues to important ideas in college reading and listening. Recognizing these clues 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.

also besides furthermore moreover another and further in addition

Alternative Words and Phrases

These words & phrases indicate **choices or differences** or that there aren't 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 are repeated directly or paraphrased.

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 thus
for this reason then as a result therefore The outcome is

Contrast/Change words and Phrases

These words and phrases **suggest similar or opposing circumstances.**

but in spite of notwithstanding conversely still despite
in contrast instead of though however whereas even though
rather than yet nevertheless regardless similarly

Qualifying Words and Phrases

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

Absolute words and phrases:

| | | | | |
|------------|-------------|-----------------|-------------------|--------------------|
| no ever | all none | never no one | always forever | only every time |
|------------|-------------|-----------------|-------------------|--------------------|

Sometimes words and phrases:

| | | | | |
|-----------------|-------------------|-------------------------|-----------------------|------|
| few somewhat | many sometimes | occasionally usually | some nearly always | most |
|-----------------|-------------------|-------------------------|-----------------------|------|

Emphasis Words and Phrases

These clues indicate a **degree of importance** of ideas and events in relation to each other.

| | | | | |
|-----------------------|------------------------------|---------------------------|----------------------------|-------------------------------------|
| above all the crux | less important main point | most important less so | key idea a central fact | more importantly of significance |
|-----------------------|------------------------------|---------------------------|----------------------------|-------------------------------------|

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 later | second now | then finally | next meanwhile | last ultimately | afterwards presently | before previously | formerly |
|------------------|---------------|-----------------|-------------------|--------------------|-------------------------|----------------------|----------|

Summarizing Phrases

Summarizing phrases **indicate important ideas will be reviewed**.

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