

## NEWSPAPER ARTICLES

### Formal aspects

- Identify the main issue of your article and condense it into a heading. Verbs can be missing as in **“More Greek drama”**.  
Give more detail in a subheading as in *“Eurozone leaders discuss debt crisis”*.

### Substance

- Your article is an opinion piece and gives your name below the headings.
- First give the basic facts, then go into detail.
- Get your facts into a logical order.
- In the last paragraph, sum up your findings draw your own conclusions and recommend a course of action.

### Style

- Cut out any ‘dead wood’ to make your sentences short and your language clear and snappy.
- Use paragraphs, link your sentences so that they make sense and end on a high note.

## LETTER TO THE EDITOR

### Formal aspects

- Address “Madam – ,” or “Sir – ,” and go on the same line.
- Refer to the article in question. Quote its heading and its date of publication.
- Conclude with your full name and place of residence, e. g. Heidelberg, Germany.

### Substance

- Briefly state why you support or oppose the article in question.
- Focus on one aspect only and make readers think again.
- Put facts right and/or add something new.

### Style

- Use one or two paragraphs, link your sentences.
- Work up to a punch-line, perhaps a joke. Your last line should come as a ‘short sharp shock’. Make your last sentence easy to remember and easy to quote.

## Linking Words and Phrases for Essays, Reports, Papers, Speeches

### **Listing**

first, second, third...; / firstly, secondly, thirdly, lastly,...;  
to begin with,...; to start with,..., next,...; then; finally,...; lastly,...; to conclude,...; last but not least....

### **Adding**

*Always followed by a comma:*  
furthermore,...; moreover,...; on top of that,...; in addition,...; (even) more importantly,...; what is more,...;  
*At the end of a sentence always after a comma:* ..., too

### **Comparing**

The same goes for...(sth.); The same is true of/for (sth.)  
likewise,...; similarly,...; in the same way,...; while... (no comma)

### **Examples**

namely...; such as..., for instance...; e.g./for example:

⇒ *Tip on using “e.g.”*  
(front position)

*Put before the examples themselves, as in:*  
*There were e.g. shoes, shirts, trousers...*

⇒ *Tip on using “for example”*  
(end position)

*Put at the end of a list as in: There were lots of clothes on the floor of the teenager’s room; shoes, shirts and trousers, for example.*

### **Drawing conclusions**

therefore; as a result (of...), what this means is...; in conclusion,...

### **Rephrasing**

actually,...; in other words,...; the fact of the matter is...; Let me put it this way: ...

### **Contrasting**

on the one hand... ⇔ on the other hand...  
in contrast,...; ..., however, ...; whereas...; (no comma)>  
at first (*I thought*) ⇔ but now... (*I know*)

### **Conceding**

still,...; however,...; nevertheless,...; nonetheless,...;  
in spite of that,...; for all that,...; despite (the fact that)...

### **Mind these false friends**

first (erstens, zuerst)  
≠ ~~at first~~ (erst..., aber dann...)

last (zuletzt)  
≠ ~~at last~~ (endlich!)