

Key Adverbs, Conjunctions and Mini Expressions To Add Into Your Professional English

Below are some key adverbs, conjunctions and other expressions that you can add into your English to help you to sound more professional:

Regarding / in terms of

These two phrases are great at the beginning of a sentence:

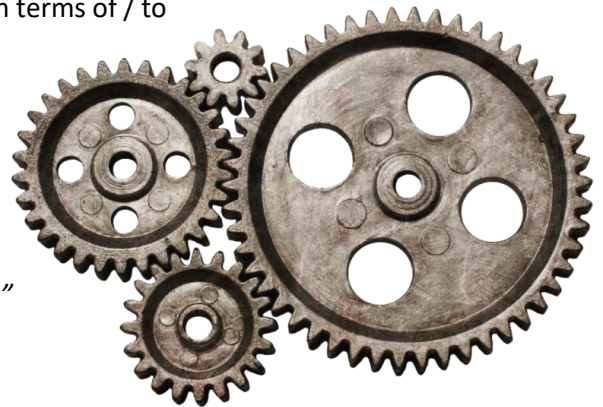
"In terms of the budget, I believe that \$50 000 would be a sensible ballpark figure."

These two terms are also great ways to add idioms into the middle of a sentence:

To raise the bar in terms of / we are on the same page in terms of / to
get the ball rolling in terms of / to move the goalposts
regarding / to be ahead of the curve in terms of / to
keep your eye on the ball regarding / to hit the ground
running in terms of

*"We need to keep our eyes on the ball regarding
movements in the market."*

"We have really raised the bar in terms of sustainability."



Thus

The word 'thus' has the same meaning as 'therefore'. It sounds really professional, and it is easy to use in a sentence.

It can be used at the beginning of a sentence in the same way as therefore:

"We have invested heavily in research and development in recent years. Thus, we have been able to produce innovative products that meet the changing needs of their customers."

We can also use this before an -ing form, which also sounds really professional:

"The program is designed to provide students with real-world experience, thus preparing them for future careers in their chosen field."

However / Nevertheless / Yet

Other alternatives to 'however' include 'nevertheless' and 'yet'. They are easy to use because you can simply use them at the beginning of a sentence. 'however' and 'nevertheless' must be followed by a comma:

"The figures from the previous quarter are a little lower than we expected. Nevertheless, there are many positives that we can take from our recent performance."

'Yet' can either be used after a comma or at the beginning of a sentence:

"We have made great strides in our approach to sustainability in recent years, yet there is still room for improvement."

Whereby

We use the 'whereby' when we want to explain more about the method behind something. For example, if we use 'an approach whereby...' we explain more about the method behind this approach:

"We have adopted a new approach whereby all employees are encouraged to give their feedback in monthly meetings about employee satisfaction."

Here are some other words which work well with 'whereby':

a situation whereby / an approach whereby / a practice whereby / a strategy whereby / a concept whereby / a system whereby / an agreement whereby / an arrangement whereby

Since / as

Both 'since' and 'as' can be used with the same meaning as 'because'. 'Since' and 'as' are great alternatives to 'because', because they work very well at the beginning of sentences. It is better to avoid using 'because' at the beginning of a sentence, especially in writing.

"As we are suffering from financial problems at the moment, I believe we may be forced to let go of some staff members."

It is also possible to use these in the middle of sentences, just like you can with because:

"Let's wrap things up there since we're running a little short on time."

The fact that

'The fact that' is an excellent tool to use in a sentence in the following phrases. It links some expressions with the remainder of a sentence:

due to the fact that / despite the fact that / given the fact that / considering the fact that / regardless of the fact that / in light of the fact that / to stem from the fact that / to emphasise the fact that / to highlight the fact that

"I would like to emphasise the fact that our department has performed exceptionally well over the last 3 years."

"We can't give everyone a promotion regardless of the fact that everyone has performed really well this year."

A) Key Words in a New Context

Below you can find a paragraph. Can you fill in the gaps in the paragraph with the phrases from the box below? Some of the phrases are used twice.

in terms of (x2)	nevertheless	yet
thus (x2)	the fact that (x2)	whereby (x2)
		as

The Tricky Issue of Sustainability in Companies

Sustainability has become an increasingly important issue for companies in recent years. Environmental concerns are mounting worldwide, and consumers are becoming more conscious of the the environmental impact of their purchasing decisions. Statistics show that 78% of consumers choose brands according to their sustainability record regardless of _____ prices are soaring and the cost of living is increasing.

_____, many companies are hesitant to take the leap towards sustainable practices due to _____ this often requires significant investment in the short term. The benefits down the line are plentiful - increased efficiency, lower operating costs, increased consumer trust, and improved employee morale just to name a few, but regardless of the benefits it is still impossible to change without significant investment.

Many larger companies operate with a structure _____ shareholders demand consistent growth, and taking a short-term hit for long-term benefits is seemingly not on their agenda.

One lower-cost approach that companies can start with is to minimize waste, and to resources are kept in use for as long as possible. Companies can also implement sustainable supply chain practices, _____ suppliers are evaluated based on their environmental and social impact, _____ ensuring that their products and services are environmentally responsible throughout the entire supply chain.

_____ monitoring energy consumption, companies can install an 'Energy Management System', which is a software allowing businesses to pinpoint areas of heavy energy consumption, set targets, and foster a culture of energy saving among employees. Such software itself doesn't have to be so expensive, _____ it requires expertise and extensive staff training in order to implement it, _____ adding to the initial cost.

_____ this is such an important issue, and one which influences consumer choices, companies may have no choice other than to take the leap and make the necessary investment. Change is inevitable, and companies are under pressure to raise the bar consistently _____ sustainability in today's market and today's world.

B) Comprehension Questions

1. What do you think that 'tricky' means in the title of the article?

2. According to the article, why is it surprising that most consumers choose to buy products from brands who have a good reputation for sustainability?

3. What are the 3 options mentioned in the article for improving sustainability in a company? Can you think of any more?

4. The phrase 'take the leap' is used twice in the article. Based on the context of the article, what do you think it means?

C) Glossary of key adverbs, conjunctions and mini expressions to add into your professional English

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regarding
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yet
thus

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as
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