

# Framework for Describing a Process



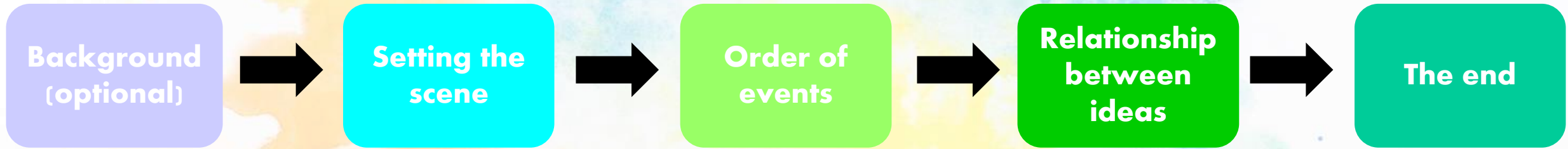
**I would like to .....**  
**....explain...**  
**....describe...**  
**....show you...**  
**Let me start by ....**  
**Let me show you how to**  
**.....**  
**To begin / To start**

**first(ly)**  
**second(ly)**  
**third(ly)**  
**then / next**  
**after that**  
**before that**  
**following that**  
**subsequently**

**also, too**  
**in addition**  
**but / so**  
**because**  
**therefore**  
**however**  
**for example**  
**for instance**

**finally**  
**last**  
**lastly**  
**The last thing to**  
**do is .....**  
**to sum up**  
**to recap**  
**to conclude**

# Framework for Describing What Happened



## Use past tenses:

This is a story about....  
This happened when ....  
....  
This took place a few years ago.  
At that time, I was....  
In the beginning, ....

## Use past tenses:

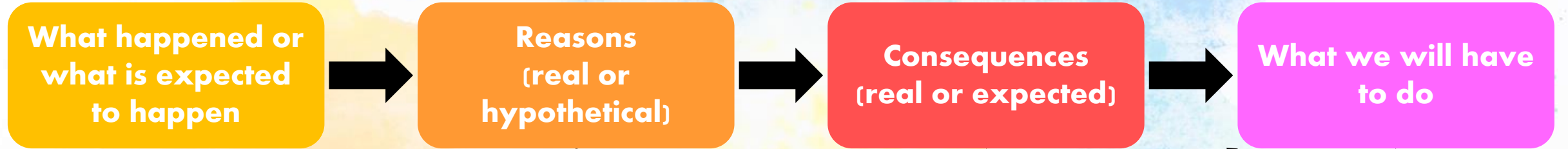
I was doing X when ....  
We were planning to ....  
but...  
As we were ....., we ...  
We had never (done) ....  
before ....  
She had already (done) ...  
by the time I (did) ...

first(ly)  
second(ly)  
third(ly)  
and then  
next  
after that  
before that  
Later (on)

also, too  
in addition  
but / so  
because  
therefore  
however  
what's more  
instead (of)  
although

Finally,  
Last(ly),  
In the end, what happened was...  
Eventually,  
Apparently,  
Actually,  
By the way,  
Anyway, it turns out ....

# Framework for Explaining Situations at Work



**Simple past (+time adverb):**  
A new law was introduced last week.

**Present perfect (no exact time):**  
We have lost our key client.

**Future (+ time adverb):**  
A new director will be appointed.

**Due to**  
**Thanks to**  
**As a result of**  
**On account of**  
**Owing to**  
**Because of**  
**As / since**

**Consequently**  
**As a result**  
**Therefore**  
**Hence / thus**  
**Because of this**  
**In view of**  
**For this reason**

**This means..**  
**This entails...**  
**We speculate that..**  
**We can infer that ..**  
**Presumably, ...**  
**It implies ..**  
**We suppose ..**

**Adding hypothesis**

**may / might**  
**can / could**  
**should**  
**perhaps / maybe**  
**possibly / probably**

**It is certain we'll...**  
**We are likely to ...**  
**It's unlikely we'll...**  
**It is sure that ...**  
**It is doubtful we'll...**  
**We'll definitely ....**  
**It is plausible that....**

**Linking words**

**on the one hand**  
**on the other hand**  
**also, too**  
**in addition**  
**but / so**  
**because**  
**however**  
**although**