**Practice with Transitional Words and Phrases**

**Practice Passage 1**

Here's a more extreme example of a paragraph with the transitional words and phrases omitted:

*I went to work early to get some extra filing done. I got there; the phone started ringing. My boss walked in. He asked me to type a letter for him. He asked me to make arrangements for a client to stay in town overnight. I looked at my watch; it was already 11:00.*

Now, take the paragraph and add the following transitional words and phrases:

|  |  |
| --- | --- |
| immediately | yesterday |
| as soon as | a moment later |
| when | then |

\_\_\_\_\_ I went to work early to get some extra filing done. \_\_\_\_\_ I got there, the phone started ringing. \_\_\_\_\_ my boss walked in. \_\_\_\_\_ he asked me to type a letter for him.\_\_\_\_\_ he asked me to make arrangements for a client to stay in town overnight. \_\_\_\_\_ I looked at my watch, it was already 11:00.

**Practice Passage 2**

Here is a series of events listed in random order. Use the transitional words and phrases in each sentence to help you put them in proper chronological order.

Cut and paste the sentences in the correct order in list fashion. After you have them in the correct order you will need to use the number bullet feature to number them 1-6 correctly.

*If the penalty structure is to your liking, make sure that the money market account is FDIC insured.*

*After you've found the best terms, be sure to find out what the minimum account balance is and ask what the penalties are if your account drops below the limit.*

*In order to open a money market account, you should follow several steps.*

*Then you should shop around for the best terms and yields available.*

*Finally, once the account is opened and you are earning interest, you should consider using that interest to pay off outstanding credit card debt.*

*First, you should decide what features are important to you.*