

Grammar - Conjunctive Adverbs

Conjunctive adverbs help connect two ideas across sentences or clauses.

In addition = and also

The apartment is close to shops. **In addition**, it is near a few parks.

1. The apartment is close to shops. **In addition**, it is near a few parks.
2. Try to get more exercise. **In addition to walking**, try to get plenty of sleep.
3. The new office has a nice view. **In addition**, parking is difficult and the commute is longer.

Moreover = what's more / also (formal)

My office has a great view. **Moreover**, there is a great cafe in the building.

1. My office has a great view. **Moreover**, there is a great cafe in the building.
2. Walking helps with fitness. **Moreover**, it is a great way to reduce stress.
3. The park will make the area nicer. **Moreover**, it will create jobs.

Plus = also / and

The building has a gym. **Plus**, it has a rooftop lounge.

1. The building has a gym. **Plus**, it has a rooftop lounge.
2. Walking is easy to do. **Plus**, it is free.
3. The city will add a park. **Plus**, they will tear down the old factory nearby.
4. I live downtown. **Plus**, I love the view.

Not only that, but... = adding a strong extra point

The rent is low. **Not only that, but** the apartment is fully furnished.

1. The gym is well equipped. **Not only that, but** it is really cheap.

Furthermore = also (formal, for strong addition)

The town needs more outdoor space. **Furthermore**, that area needs new life.

1. The town needs more outdoor space. **Furthermore**, that part of town could use some new life.

Finally = last in a list of ideas

The city will build a park and some sports fields. **Finally**, we'll have a place for the kids to play.

1. The city will build a park and fields. **Finally**, we will have a nice place to take the kids on weekends.

Conjunctive Adverbs

Watch video using **conjunctive adverbs** in four conversations.

Conversation 1 | [PDF Worksheet](#)

Woman: How is your new apartment?

Man: It is great. I love it.

Woman: What do you like about it?

Man: Well, **first**, it is close to many shops. **In addition**, it is near a few parks.

Woman: That must be nice. I know you love to jog in the park.

Man: I do. **Moreover**, there is a great cafe in the building. **Plus**, it has a gym.

Woman: That's fantastic.

Man: Yeah. **Not only that, but** it is really cheap.

Woman: Sounds like you got a great place.

Man: I did.

Conversation 2 | [PDF Worksheet](#)

Woman: Your test results look fairly good, but you have put on some weight.

Man: Yes. I am so busy now that I do not have time to go to the gym,

Woman: Just do some walking. It is fun and easy to do. **Plus**, it is free.

Man: I guess I could do that. There is a park near my house.

Woman: Walking just an hour a day can be very effective. **Moreover**, it is a great way to reduce stress.

Man: Thanks Doctor. I will follow your advice.

Woman: **In addition to** walking, try to get plenty of sleep.

Man: Okay. I will do my best.

Conversation 3 | [PDF Worksheet](#)

Man: How do you like working in the new office?

Woman: To be honest, I prefer the old office. The view is nice, but it takes a long time to get up the elevator.

Man: I know. That can be a hassle, especially at the start and end of the workday.

Woman: **In addition**, parking is difficult and the commute is longer.

Man: See, **for me**, it is more convenient. I live downtown, **plus**, I love the view.

Woman: Yes, the office is lovely once you get here, that is.

Conversation 4 | [PDF Worksheet](#)

Man: So, what is in the news?

Woman: It says they're planning to build a new park near the station.

Man: That sounds nice. This town needs a good park. **Furthermore**, that part of town could use some new life.

Woman: **In addition to** the park, they will build some new sports fields. **Plus**, they will tear down the old factory nearby.

Man: That is wonderful news. It will make the town a much nicer place to live. **Moreover**, it will create jobs.

Woman: Yes, and **finally** we will have a nice place to take the kids on weekends.

Man: It sounds great. It is nice to have some positive news for a change.

Quiz

Answer these questions about the interview.

1) What is the apartment close to?

- a) Cafes
- b) Shops**
- c) A station

2) What does the doctor suggest?

- a) Sleep more
- b) Drink less
- c) Exercise more**

3) What does the man like about the new office?

- a) The cafe
- b) The lift
- c) The view**

4) What are they going to tear down?

- a) A park
- b) A station
- c) A factory**

Interviews for Recruiters and Candidates

13. Describe a problem you solved in a creative way.

Tips: Creative thinking is a tremendous asset in today's workforce. Business continues to get more competitive, and thinking outside the box can ensure the company stays on the leading edge of the industry. Consider the role you're applying for and **highlight a time you solved a problem the position would have to deal with.**

Example Answer:

As a marketing manager, I was tasked with increasing our online presence without increasing our budget. I identified an opportunity to leverage influencers in a few other industries who had an engaged and growing audience. By forming creative partnerships with these influencers, we increased our brand's visibility and drove more traffic to our website without investing in ad spending.

14. Describe a time when you had to make a decision without time to research.

Tips: When you're interviewing, **hiring managers often want to understand your ability to think on your feet.** Especially [in leadership roles](#), you'll need to use the information you have at the time to make the best decision possible. Depending on the situation, you can touch on how you'd make a different decision in the future now that you have more information.

Example Answer:

When I was managing a hospitality team, a time-sensitive issue with a customer's room cleanliness needed to be addressed due to their travel constraints. I had to decide on the best course of action, as the housekeeping manager needed to be available to gather more information.

After brief consideration, I offered them a refund, which wasn't policy. After they left, we determined that they were placed in a room that hadn't been cleaned due to a computer

error. As such, it was the right course of action. Regardless, it's always best to use the available information to give the best possible customer service for the situation.

15. [Why are you leaving your current job?](#)

Tips: No matter how toxic your current work environment is, it will still reflect poorly on you if you focus on the negative. Instead, you can **talk about how you're looking for new challenges or a better fit for your skill set**, but avoid being hostile toward your current workplace or colleagues. Even if there's drama or you have a horrible leader, you'll want to reframe your answers positively.

Example Answer:

I'm currently at a point in my career where I want to take on new challenges and grow my skill set further. My current role has been a great learning experience, but I'm intrigued by the opportunity that this position provides to utilize my expertise differently. I'm eager to expand my knowledge and grow professionally, which is why I'm excited about this opportunity.

16. [Describe a time when you went above and beyond for a customer or client.](#)

Tips: Showing you can take the initiative and are willing to go the extra mile speaks volumes about your character and professionalism. When describing a time you went above and beyond, try to **focus on what drove you to go above and beyond**. Was it a concern for the customer? A desire to ensure everything went smoothly?

Example Answer:

As an event planner, I had a customer with incredibly high expectations for their event. Because of the complexity of their requests and timeline, I knew it would be challenging, but I could also see that they felt pressured to put on a memorable event.

To ensure everything went smoothly, I put in extra time and effort beforehand to create a detailed plan and ensure the staff was fully prepared. I also kept the customer updated on the status of various details. That required extra communication and time, but it helped them relax and feel confident in the outcome. My hard work paid off, as the customer was delighted with how everything turned out. It was a great feeling to have exceeded their expectations.