連貫練習( Linking/Logic Practice)

口語傳達訊息時的重要特徵就是，說話者與聽話者每次發送或接收的
訊息量都有一定的限度。因此，一句話要分好幾次才說完，這是說與聽的
人都應該採用的言談策略。句子和句子之間的連貫關係如果處理得當，訊
息的傳達就會非常簡潔明確。說得輕鬆，聽得明白；否則就會斷斷續續，
不知所云。重要技巧：

1. 首先，對於訊息內容的傳達，要盡量先說重要的訊息。也就是，訂定
   5W1H（who, when, where, what, why, how）的傳達優先順序。

2. 其次，要注意多用語意明確的實詞充當主詞，避免使用語意模糊的虛
   詞（如，這樣、那樣、這個、那個等說法）。

3. 再其次，就是交代清楚句子之間或段落之間的連貫關係，使得口語的
   訊息與訊息之間的關係，能夠傳達得更為清楚明確。這些句間連結詞
   包括：

   (1) 邏輯關係：條件、逆接、對比、限定（即 yes,...but）。

       如老、要是、假設: if; even if; in the event of; in case of; in that case;
       only if; on condition that; as long as; provided that; assuming that;
       providing that; furthermore.
       因為、由於: as; because (of); since; owing to; on account of; by reason
       of; due to; for accordingly;
       所以: so; therefore; consequently; so that; as a result; as a
       consequence;
       可是、但是、然而: but; still; however; and yet
另一方面、反之: on the other hand; while; in turn; on the contrary
只是、不過、只不過: only; but; however; nevertheless
然後、而、並且、況且、於是: and; (and) then; and now; there upon; whereupon

(2) 先後順序：順接、轉換（話題）、回顧（過去）。

還有、或者、再、也是、又、再者、另外: again; once more; once again; too; also; as well; likewise; in addition; for another
那麼、接下來: and; in the mean time; meanwhile
回顧、回首過去: Looking back on; reflecting on; examining
當然、不用說: of course; sure; certainly; by all means; not to mention; let alone
還有、仍然、更、尚未、再者、另外: more; further; still; furthermore

(3) 增補說明: 添加、補足、解說、例示、換言、強調。

此外、更、更加、進一步、而且、並且、況且: Besides; moreover; on top of that; into the bargain; and...at that; and that; what is more; also; too; moreover
而且、並且: Besides; moreover; furthermore.
尤其是、特別是: especially; particularly; in particular; above all
還有、仍然、更、尚未、再者、另外: more; further; still; furthermore
這就是指: that is; that means; which is; namely
這是由於、這是: that is why; this is due to the fact that
比方說、例如、譬如、打個比方、舉例來說: for example; for instance; such as; like; say; take; by way of illustration; to name but a few
in other words; namely; that is to say; in a word; to sum up; to summarize

the so called; what is called; what you call; generally speaking; in general

Oh, no,...; I mean; what I mean is

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Listening and practice