

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Exercise: Transitions

Part 1: Add a Transition Word or Phrase

Choose the best transition to complete each sentence.

The new product was released last week. _____, customer interest has been strong.

We need to cut costs. _____, we're reviewing our supplier contracts.

The manager provided helpful feedback. _____, she suggested a few ways to improve the presentation.

Sales are down in North America. _____, Europe is showing growth.

The team completed the report early. _____, they helped another department meet its deadline.

Part 2: Smooth Out the Paragraph

Instructions: Rewrite the following paragraph using better transitions to improve the flow. Right now, it's quite choppy.

The training program started on Monday. Everyone arrived on time. The instructor gave out materials. Some people had questions. The session ended at 3 p.m.

Your version:

(Rewrite the paragraph in 2–3 sentences using logical transitions.)
