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## QUALIFYING WORDS AND PHRASES

Qualifying words and phrases **modify the conditions** which affect important ideas or situations. There are two kinds: *absolute* and *sometimes* words. Absolutes mean 100% of the time and sometimes words mean undefined portions or numbers of times.

### Absolute words and phrases:

no - all - never | always | only - ever | none - no one | forever - every time

### Sometimes words and phrases:

few - many | occasionally | some | most - somewhat | sometimes | usually - nearly | always

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## EMPHASIS WORDS AND PHRASES

These clues indicate a **degree of importance** of ideas and events in relation to each other.

above all - less important - most important - key idea - more importantly  
the crux - main point - less so - a central fact - of significance

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## TIME AND ORDER WORDS AND PHRASES

Time and order words and phrases **indicate specific organization patterns of ideas**. There are times when order is crucial to an accurate understanding of ideas or events.

finally | second - then | next | last - afterwards | before | formerly  
later - now - finally - meanwhile | ultimately - presently | previously

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## SUMMARIZING PHRASES

Summarizing phrases **indicate important ideas will be reviewed**.

in brief - to sum up - for these reasons - to review - in conclusion

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