

Conjunctions and Commas

Coordinating Conjunctions

for	but	so
and	or	
nor	yet	

Example: *The typewriter ribbon is old, so the print looks light.*

Hint: Use a comma before these conjunctions only when a complete sentence follows the conjunction.

Conjunctive Adverbs

additionally	meanwhile
also	moreover
consequently	nevertheless
furthermore	nonetheless
hence	still
however	then
indeed	therefore
instead	thus

Example: *The typewriter ribbon is old; therefore, the print is light.*

Hint: Before you use a semi-colon, check to make sure you have two complete sentences.

Subordinating Conjunctions

after	if	when
although	since	where
as	unless	wherever
because	until	while
before		

Example: *Because the typewriter ribbon is old, the print looks light.*

OR

The print looks light because the typewriter ribbon is old.

Hint: In most instances, use a comma with a subordinating conjunction only when it begins the sentence.

Relative Pronouns

who	(to refer to people)
which	(to refer to things)
that	(to refer to people or things)

Examples: *The girl who found our dog is our neighbor.*
Mary, who found our dog, is our neighbor.

Hints: Use extra commas for extra information; use no commas for necessary information. Do not use commas with that. When in doubt, leave the commas out.

The fused sentence and the comma splice can be corrected in five ways:

1. Use two separate sentences
2. Use a coordinating conjunction and comma
3. Use a subordinating conjunction at the end, beginning, or in the middle of the sentence.
4. Use a semi-colon
5. Use a semi-colon and a conjunctive adverb followed by a comma.

My neighbor is seventy-five years old.
He plays tennis every Saturday afternoon.

My neighbor is seventy-five years old, but he plays tennis every Saturday afternoon.

Although my neighbor is seventy-five years old, he plays tennis every Saturday afternoon.

My neighbor is seventy-five years old; he plays tennis every Saturday afternoon.

My neighbor is seventy-five years old; however, he plays tennis every Saturday afternoon.

EXERCISES
(Answers may vary.)

A. Use a coordinating conjunction to combine the following pairs of sentences. Be sure to punctuate correctly.

1. Tom liked baseball, but he was not a good player.
2. John lost his wallet, so he could not buy lunch.
3. Diane hated to go to the movies, and she did not like watching plays either.
4. Dan can go to the mall, or he can stay home.

B. Use a subordinating conjunction to combine these sentences. Be sure to punctuate correctly.

1. Because it was raining, the game was canceled.
2. If the price is right, I will buy the car.
3. Since you can't help me, I will do it myself.
4. Several guests arrived before we were ready.

C. Use a conjunctive adverb to combine the following sentences. Be sure to punctuate correctly.

1. Mary Jo reads the newspaper every day; therefore, she knows what is happening in the world.
2. Jim likes to watch football; however, he hates watching baseball.
3. Marvin is very intelligent; nonetheless, he still cannot pass the physics test.
4. Pat's new computer is faster than her old one; additionally, it is easier to use.

D. Use a relative pronoun to combine the following sentences. Be sure to punctuate correctly.

1. The clock that is on the wall is fast.
2. Sandy, who has very muscular legs, is a dancer.
3. The house that belongs to the Thompsons is beautiful.
4. The car that is in the shop needs a lot of work.