

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
My neighbor is seventy-five years old. He plays tennis every Saturday afternoon.
2. Use a coordinating conjunction and comma
My neighbor is seventy-five years old, but he plays tennis every Saturday afternoon.
3. Use a subordinating conjunction at the end, beginning, or in the middle of the sentence
Although my neighbor is seventy-five years old, he plays tennis every Saturday afternoon.
4. Use a semi-colon
My neighbor is seventy-five years old; he plays tennis every Saturday afternoon.
5. Use a semi-colon and a conjunctive adverb
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. He was not a good player.
 2. John lost his wallet. He could not buy lunch.
 3. Diane hated to go to the movies. She did not like watching plays either.
 4. Dan can go to the mall. He can stay home.
- B. Use a subordinating conjunction to combine these sentences. Be sure to punctuate correctly.
 1. It was raining. The game was canceled.
 2. The price is right. I will buy the car.
 3. You can't help me. I will do it myself.
 4. Several guests arrived. 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. She knows what is happening in the world.
2. Jim likes to watch football. He hates watching baseball.
3. Marvin is very intelligent. He still cannot pass the physics test.
4. Pat's new computer is faster than her old one. It is easier to use.

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

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