



# GRAMMAR AND MECHANICS

## Using Conjunctions

A conjunction is the part of speech used to join or link words, phrases, or clauses to each other. Conjunctions help to provide coherence to your writing by connecting elements between or within sentences and from one paragraph to the next in order to most effectively communicate your ideas to your reader.

### TYPES OF CONJUNCTIONS

Coordinating conjunctions or coordinators (**and, but, or, nor, so, for, yet**) connect ideas of equal structure or function.

The instructor was interesting **and** extremely knowledgeable about the subject.

The play was entertaining **but** disappointing.

I am a highly motivated and diligent worker, **so** I should be considered for the job.

Correlative conjunctions come in pairs and function like coordinating conjunctions to connect equal elements. The most common correlative conjunctions are **either . . . or, neither . . . nor, not only . . . but also, whether . . . or, and both . . . and**.

**Either** Miranda **or** Julia will fill the recently vacated position.

**Both** the music **and** the lyrics were written by the same composer.

Subordinating conjunctions or subordinators such as **if, when, where, because, although, since, whether, and while** introduce a subordinate or dependent clause that is usually attached to an independent clause and signal the relationship between the clauses.

**If** the director is unavailable, I will speak with her assistant.

**When** the speaker finished, the audience responded with tremendous applause.

As a general rule, if a subordinating or dependent clause precedes the independent clause, use a comma to separate the two clauses.

**Since** the secretary was unable to find the file (subordinating or dependent clause), the meeting was cancelled (independent clause).

There is usually no need for a comma when the dependent clause follows the independent clause.

I could not stay for the reception **because** I had another appointment.

He was basically a good student **who** needed guidance from his teacher.

## USE A CONJUNCTION

- **to show an additional or similar idea**

**and, yet** (coordinating conjunctions); **not only . . . but also, both . . . and** (correlative conjunctions); **after, although, even though, since** (subordinating conjunctions)

- **to show a contrasting idea**

**but, yet** (coordinating conjunctions); **either . . . or, neither . . . nor** (correlative conjunctions); **although, even though, unless, whereas** (subordinating conjunctions)

- **to show cause or effect**

**for, so** (coordinating conjunctions); **because, since, if, so that** (subordinating conjunctions)

- **to show the relationship of time**

**and, but, so** (coordinating conjunctions); **when, whenever, until, before, after, while, once, as soon as, as long as** (subordinating conjunctions)

- **to show the relationship of place**

**and, but** (coordinating conjunctions); **either . . . or, neither . . . nor** (correlative conjunctions); **where, wherever** (subordinating conjunctions)

- **to show purpose**

**and, so** (coordinating conjunctions); **not only . . . but also, whether . . . or, and both . . . and** (correlative conjunctions); **in order that, so that** (subordinating conjunctions)