

SENTENCE STRUCTURE

Every complete English sentence *must contain* an independent clause and *may contain* additional independent or dependent clauses if properly connected. Subordinating conjunctions and phrases signal dependent clauses that must rely (or depend) on information contained within another clause. If not properly connected to that other clause, they become fragments (incomplete ideas).

Coordinating or transitional phrases and conjunctions are used to combine independent clauses; however, when too many ideas are strung together without proper connections or punctuation, they become run-ons. The most common run-on error is the comma splice which occurs when writers try to connect (or splice) 2 independent clauses together with just a comma.

Remember, independent clauses *must be* punctuated in one of these ways:

1. by a period and capitol letter [end. **B**egin]
2. by a comma and a short coordinating conjunction [end, **b**ut begin]
3. by a semicolon alone [end; begin]
4. by a semicolon preceding a transitional conjunction [end; **meanwhile**, begin]

TYPES OF CONNECTIVES *

COORDINATING CONJUNCTIONS

for
and
nor
but
or
yet
so
[remember the acronym: *fanboys*]

COORDINATING PHRASES

in addition
for example
of course
in the mean time
on the other hand
as a result
in other words
in conclusion

TRANSITIONAL CONJUNCTIONS

however
therefore
meanwhile
nevertheless
consequently
moreover
then
thus

SUBORDINATING CONJUNCTIONS

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

SUBORDINATING PHRASES

as if	even though
as long as	in order that
as soon as	so that

*Please note that the words and phrases used to link clauses also create or suggest different meanings (see chart on back).

MEANINGS OF CONNECTIVES

Aside from signaling transitions or making connections between clauses, these connective words and phrases suggest meaning, as follows:

ADDITION

and
also
again
moreover
furthermore
in addition

CONTRAST

but
yet
nor
however
nevertheless
on the other hand

REASON

because
for
since

RESTRICTION

if
unless

RESULT

so
thus
therefore
consequently
as a result

COMPARISON

similarly
likewise
in the same way/manner

CONCESSION

although
though
even though

ILLUSTRATION

for example
for instance
thus

TIME

then
when
after
occasionally
frequently
meanwhile
immediately
eventually
in the mean time

PRACTICE by punctuating this paragraph:

My mother has gone back to school to get a degree she's decided to become a nurse last year my father was seriously ill and he had to spend several days in the hospital so she felt helpless she was so impressed by the competence and the professionalism of the nursing staff that's when she decided to become a nurse however she has some prerequisites to take before entering the program

This information was taken from *Writing, Grammar, and Usage* by Carolyn O'Hearn, published in 1989 by Macmillan Publishing Company, New York, New York.