Chapter 9
Conjunctions
Coordinating Conjunctions

Coordinating conjunctions:
connect (1) words, (2) phrases, and (3) clauses of equal grammatical rank

• Most common coordinating conjunctions: **and, or, but, nor**
1. This copier is fast, simple, and economical.

2. Should our team meet in the morning or in the afternoon?

3. Quality is expected, but service is even more important.
Other Coordinating Conjunctions

Less frequently used coordinating conjunctions: yet, for, so

- Tanya said that she wanted to go, yet she hasn’t called.
- Filling that position will not be easy, for few applicants have the necessary technical skills.
As a coordinating conjunction, the word **so** should be used only in informal writing or conversation.
<table>
<thead>
<tr>
<th>Informal</th>
<th>The west parking lot is full, <strong>so</strong> you may use the east lot.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal</td>
<td>The west parking lot is full; <strong>therefore</strong>, you may use the east lot.</td>
</tr>
<tr>
<td>Alternative</td>
<td><strong>Although</strong> the west parking lot is full, you may use the east lot.</td>
</tr>
<tr>
<td>Alternative</td>
<td><strong>Because</strong> the west parking lot is full, you may use the east lot.</td>
</tr>
</tbody>
</table>
Phrases and Clauses

1. **Phrase:** a group of related words WITHOUT a subject and a verb

2. **Clause:** a group of related words WITH a subject and a verb

1. Kim came to the interview in the morning. She had been told to arrive at 10 a.m.

2. When she arrived, she introduced herself. If she was afraid, she didn’t show it.
Simple and Compound Sentences

1. **Simple sentence:** has one independent clause—that is, one clause that can stand alone.
2. **Compound sentence:** has two or more independent clauses.

1. Each interviewee sent a résumé.
2. Kim spent many hours preparing her résumé, and she practiced her answers to typical interview questions.
Punctuating Compound Sentences

- When a coordinating conjunction joins clauses in a compound sentence, a *comma* generally precedes the conjunction.
- The comma may be omitted if the sentence has fewer than 13 words.
Punctuating Compound Sentences

Kim dressed carefully for her interview, and she brought extra copies of her résumé to distribute.

A comma separates two clauses in a compound sentence.
Kim left early **and** she arrived on time.

No comma separates the clauses because the sentence is too short.
Punctuating Compound Sentences

Do NOT use commas when a coordinating conjunction joins compound verbs, objects, or phrases.
We can help you improve your management skills and enhance your career within months.

No comma is needed because the conjunction joins verbs.
No comma is needed because the conjunction joins phrases.
Try Your Skill

1. Our engineers are working on ways to improve our products and to continue to save you time and money.

2. We appreciate your interest in our company and we are sending you the brochures you requested.

Insert commas, if needed, in these sentences.

No commas needed
3. Wrap carefully **and** send it immediately.  
   No commas needed

4. We can install a system that meets your immediate needs **or** design a system that will grow with your company.  
   No commas needed
Which sentence is preferable in formal writing?

5. a. All e-mail is monitored, so be careful about what you say.

b. Because all e-mail is monitored, be careful about what you say.
Conjunctive adverbs: may also be used to join equal sentence elements.

- hence
- thus
- then
- that is
- consequently
- however
- therefore
- moreover
- in fact
- in the meantime
- on the other hand
- on the contrary
Using Semicolons With Conjunctive Adverbs

• **Semicolons** *(not commas)* are used before conjunctive adverbs that join independent clauses.

• Commas immediately follow conjunctive adverbs of two or more syllables.

;
Our supply of toner is quite low; therefore, your copies will be quite light.

First, Debora Holmes was honored; then Linda Holloway received an award.
Using Commas With Parentheticals

• Many words that function as conjunctive adverbs may also serve as parenthetical (interrupting) adverbs.

• Use commas to set off parenthetical adverbs that interrupt the flow of a sentence.
We are, *therefore*, reexamining all print advertising.

You may, *on the contrary*, prefer shopping online.
How can you tell the difference between conjunctive adverbs and parenthetical adverbs?

Conjunctive adverbs: join two clauses
Parenthetical adverbs: appear within one clause
1. Brandon made an excellent suggestion; however, the team did not give full approval.

2. Team members, however, did agree that Brandon should try his idea in a small trial.
3. Reducing prices can increase customer interest; on the other hand, lower prices may not increase profits.

4. First, we must produce quality products; then we must develop customer awareness.
Try Your Skill

LEVEL 1

Insert commas and semicolons where needed.

5. Last winter was very cold; in fact, it was the coldest winter on record.

6. We experienced, consequently, extremely high heating bills.
Subordinating Conjunctions

Subordinating conjunctions:
join unequal sentence elements, such as dependent clauses joined to independent clauses
Subordinating Conjunctions

- after
- although
- as
- because
- whether
- if
- since
- that
- unless
- before
- until
- when
- while
- as if
- as though
### Clauses

<table>
<thead>
<tr>
<th>Independent Clauses</th>
<th>Dependent Clauses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have subjects and verbs</td>
<td>Have subjects and verbs</td>
</tr>
<tr>
<td>Make sense by themselves</td>
<td>Depend on other clauses for the completion of their meaning</td>
</tr>
<tr>
<td>Can stand as simple sentences</td>
<td>Are often introduced by subordinating conjunctions</td>
</tr>
</tbody>
</table>

Dependent and Independent Clauses

• Unless we hear from you by today, no materials can be sent.

• If you agree to these terms, please sign the contract.

• When you sign the agreement, we can begin the project.
Punctuating Sentences With Dependent Clauses

1. Introductory Dependent Clauses
2. Terminal Dependent Clauses
3. Parenthetical Clauses
1 Introductory Dependent Clauses

Use a *comma* after a dependent (subordinate) clause that precedes an independent clause.

- Because Kim did well, she was offered a position.
- After she left the interview, Kim sent a thank-you message.
Introductory Dependent Clauses

Use a *comma* after an introductory dependent clause even though the subject and verb may not be stated.

- If [it is] possible, send me a text message.
- As [it is] expected, we are overwhelmed with work.
Terminal Dependent Clauses

Generally, a dependent clause introduced by a subordinating conjunction does not require a comma when the clause falls at the end of a sentence.

- Invoices must be verified **before** we pay the bill.
- Kim was offered a position **because** she did well in the interview.
Parenthetical Clauses

Within sentences, dependent parenthetical clauses that interrupt the flow and are unnecessary for the grammatical completeness of the sentence are set off by commas.

- The manager's directive, unless we hear differently, must be implemented immediately.
Try Your Skill

1. When they make calls, cell phone users should move to private locations.

2. Cell phone users should move to private areas when they make calls.

No commas needed
3. All future e-mail will be monitored, although this has never been done in the past.

4. The hands-free cell phone bill, unless the governor fails to sign it, will go into effect October 1.
5. If you have any questions, please call me at Extension 306.

6. Please call me at Extension 306 if you have any questions.

No commas needed
Try Your Skill

7. If possible, you should send your e-mail message again.

8. Because we value your business, we will offer you free shipping on your next order.

Insert commas where needed.
Relative Clauses

Although classified as relative pronouns, the words **who**, **whom**, **whose**, **which**, and **that** actually function as conjunctions when they introduce dependent clauses.
## Relative Clauses

<table>
<thead>
<tr>
<th>Relative Pronoun</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who, Whom, Whose</strong></td>
<td>Used to refer to persons. Used to introduce essential or nonessential clauses.</td>
</tr>
<tr>
<td><strong>Which</strong></td>
<td>Used to refer to animals or things. Used to introduce nonessential clauses.</td>
</tr>
<tr>
<td><strong>That</strong></td>
<td>Used to refer to animals or things. Used to introduce essential clauses.</td>
</tr>
</tbody>
</table>
Relative Clauses: Examples

• Every customer **who** visits our website leaves valuable data. (person, essential)

• Ellen Patrick, **whom** we hired last year, is an excellent webmaster. (person, nonessential)

• Our website, **which** was originally intended for marketing, is becoming invaluable for customer service. (nonessential)

• Any website **that** attracts visitors is successful. (essential)
Try Your Skill

LEVEL 2

Choose the correct word to complete these sentences.

1. A smartphone, (that which) rang during the meeting was annoying.

2. My new Microsoft Surface smartphone, (that, which) has good voice quality, cost less than I expected.
Try Your Skill

3. A truck (that, which) was without proper tags was ticketed.

4. That Rent-A-Wreck truck, (that, which) was without proper tags, was ticketed.
5. We hired Shawna Jones, who came highly recommended, for the position of junior product manager.

6. The IRS, which audits only 2 percent of all tax returns, is choked with paperwork.
LEVEL 2

Try Your Skill

7. Even our computers that have updated security software are sometimes infected with malicious viruses.

Insert commas where needed.

No commas needed
Punctuation Review

1. Compound Sentence—Comma
2. Compound Sentence—Semicolon
3. Complex Sentence—Comma
When a coordinating conjunction joins independent clauses: use a *comma*

1. Compound Sentence—Comma

- Independent clause
- **and**
- **or**
- **nor**
- **but**

- independent clause
When a conjunctive adverb joins independent clauses: use a *semicolon*
After a dependent clause introduced by a subordinate conjunction: use a *comma*

Since
If
As
When

dependent clause

independent clause
Correlative Conjunctions

Correlative conjunctions: always paired. Examples: **both . . . and**, **not only . . . but (also)**, **either . . . or**, **neither . . . nor**.

- When using these correlative conjunctions, place them so that the words, phrases, and clauses being joined are *parallel* in construction.
## Correlative Conjunctions

<table>
<thead>
<tr>
<th>Not Parallel</th>
<th>Parallel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Either</strong> you may go in June <strong>or</strong> in July.</td>
<td>You may go <strong>either</strong> in June <strong>or</strong> in July.</td>
</tr>
<tr>
<td><strong>Not only</strong> am I pleased to have your assistance <strong>but</strong> I am <strong>also</strong> honored.</td>
<td>I am <strong>not only</strong> pleased <strong>but also</strong> honored to have your assistance.</td>
</tr>
</tbody>
</table>
Kinds of Sentences

1. Simple
2. Compound
3. Complex
4. Compound-Complex
## Kinds of Sentences

<table>
<thead>
<tr>
<th>Simple</th>
<th>Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>One independent clause</td>
<td>Two independent clauses</td>
</tr>
<tr>
<td>Datapoint manufactures computers.</td>
<td>Datapoint makes a wide variety of computers, and it sells them around the world.</td>
</tr>
</tbody>
</table>
### Kinds of Sentences

| 3 | Complex | One independent and one dependent clause | Although its sales are primarily in computers, Datapoint is introducing printers soon. |
| Compound-Complex | Two independent and one dependent clause | Datapoint, which recently introduced its printers, leads the country in computer sales; moreover, it maintains a full service program. |
Try Your Skill

1. a. Kim may start the job in either June or September.

Which sentence is correct?

b. Kim may either start the job in June or September.
Try Your Skill

2. a. He was not only talented, but he was also personable.

Which sentence is correct?

b. He was not only talented but also personable.
3. a. She neither has the skills nor the training for this job.

b. She has neither the skills nor the training for this job.
4. Kim started her new job and immediately discovered that others considered her an authority and asked many questions.

No additional punctuation needed
5. She tried to remember all the rules but she often looked up answers in her textbooks and reference books.

6. Our sales increased last year; therefore, we will be giving bonuses this quarter.
7. We will discuss our new product line then we will discuss advertising.

8. We feel however that the lawsuit is unjustified.
Try Your Skill

9. Which sentence is preferred in formal writing?
   a. Our funds are limited; therefore, we must look at all options.
   b. Our funds are limited, so we must look at all options.
Which sentence is preferred in formal writing?

10. a. My smartphone stopped working, so I’ll e-mail you.
   b. Because my smartphone stopped working, I’ll e-mail you.