

AN AID IN PUNCTUATION

A **CONJUNCTION** IS A WORD THAT CONNECTS WORDS, PHRASES, CLAUSES, OR SENTENCES. THERE ARE TWO KINDS OF CONJUNCTIONS:

| COORDINATING (These connect two equal parts) | | SUBORDINATING (connects two unequal parts, such as dependent and independent clauses) | | | |
|--|--------------------|---|---------------|-----------|----------|
| PURE | CONJUNCTIVE ADVERB | | | | |
| and | accordingly | in fact | after | since | when |
| but | again | instead | although | so that | whenever |
| for | also | likewise | as | supposing | where |
| nor | besides | moreover | because | than | whereas |
| or | consequently | namely | before | that | wherever |
| so | finally | nevertheless | but that | though | whether |
| yet | for example | otherwise | if | till | which |
| | further | still | in order that | unless | while |
| | furthermore | that is | lest | until | who |
| | hence | then | no matter | what | why |
| | however | therefore | how | | |
| | indeed | thus | | | |

Secret #1:

Conjunctive adverbs are often used as simple adverbs. If they do not connect independent clauses, they are not conjunctive adverbs. For example, "She was accordingly quite interested in grammar." Here, *accordingly* is a simple adverb modifying the verb *was interested*.

Secrets #2-5:

- A. Two independent clauses joined by a pure conjunction (and, but, for, nor, or, so, yet) are separated by a *comma*.

Example: "She was a rude girl, and she spat on her dates."

- B. Two independent clauses with a conjunctive adverb in the middle are separated by a semicolon, and a comma appears *after* the conjunctive adverb when that conjunctive adverb creates an introductory adverbial phrase before the second independent clause.

Example: "She was a rude girl; for example, she spat on her dates."

- C. Two independent clauses not joined by a conjunction are separated by a semicolon. If the writer tries to use a comma here, she creates a comma splice.

Example: "She was a rude girl; she spat on her dates."

- D. A dependent adverbial clause at the first of a sentence is followed by a comma. A dependent adverbial clause following the main independent clause is usually not punctuated.