

## Conjunctions

A conjunction is the part of speech that joins or connects words, phrases, and clauses. Conjunctions function as connective words that join thoughts, actions, and ideas as you construct your sentences. These connectors contribute to greater fluency in writing but can sometimes lead to run-on sentences if overused. The three major types of conjunctions are **coordinating**, **correlative (paired)**, and **subordinate**. Each type serves a unique purpose in conveying the intended meaning, so be sure to choose the correct conjunction to fit the desired context.

### Coordinating Conjunctions

Coordinating conjunctions connect words, phrases, or clauses that are relatively equal. There are seven coordinating conjunctions: **and, but, or, nor, for, so, yet**.

Examples: *Connecting words: Mabel, Joan, **and** Myrtle arrived early.*

*Connecting phrases: The sisters arrived out of breath **and** out of money.*

*Connecting clauses: Joan will drive, Mabel will navigate, **but** Myrtle will read.*

*Those barking dogs are loud, **yet** the neighbors do not seem to care.*

### Correlative (Paired) Conjunctions

Like coordinating conjunctions, correlative conjunctions join equal grammatical elements; however, they are always used in pairs. Correlative conjunctions include the following pairs:

- either / or
- neither / nor
- whether / or
- not only / but also
- both / and
- as / as (positive)
- so / as (negative)

Examples: *Connecting words: **Not only** the student **but also** the instructor missed the error.*

***Neither** the dog **nor** the cat was bothered by the noise.*

*Connecting phrases: Jim talks constantly, **not only** by phone **but also** in person.*

*Connecting clauses: **Either** the heroine fled the country, **or** the tenant hid her.*

***Either** the moon will be out tonight, **or** the storm will still be passing by.*

### Subordinating Conjunctions

Subordinating conjunctions join unequal grammatical elements such as a dependent clause introducing a related independent clause. Subordinating conjunctions include *if, once, when, whenever, where, while, because, before, unless, until, after, as long as, as if, although, though, even though, and since*.

Examples: ***If** you decide to go to the picnic (dependent clause), we will accompany you (independent clause).*

***Once** we finish learning about Beethoven, we will begin our discussion about his music.*

***Unless** the paper fits the professor's length requirement, you will have to rewrite it.*

## Practice

*Use an appropriate conjunction to complete the following sentences.*

1. You can attend the meeting \_\_\_\_\_ you are willing to participate.
2. I am not leaving \_\_\_\_\_ I finish my work.
3. I enjoy tennis, swimming, \_\_\_\_\_ fishing.
4. \_\_\_\_\_ does Myrtle like to fish \_\_\_\_\_ she also likes to swim.
5. She decided to take \_\_\_\_\_ her car \_\_\_\_\_ a bicycle.
6. She \_\_\_\_\_ phoned \_\_\_\_\_ sent a message about being late.
7. Our school offers \_\_\_\_\_ legal secretarial training \_\_\_\_\_ accounting training.
8. The reason I did not win the swimming race is \_\_\_\_\_ I had too much to eat for dinner.
9. I forgot to study for the test, \_\_\_\_\_ I still earned an A.
10. \_\_\_\_\_ starting with the tutor tomorrow, you have to decide \_\_\_\_\_ to focus on your writing skills \_\_\_\_\_ focus on your speaking skills, \_\_\_\_\_ we don't have time for both.
11. The computer \_\_\_\_\_ the mouse are over there.
12. \_\_\_\_\_ you go to the library tomorrow, they will hold the book for you at the desk.
13. \_\_\_\_\_ the house \_\_\_\_\_ the car have been repossessed due to unpaid bills.
14. \_\_\_\_\_ the fireworks are done, it is time to go home \_\_\_\_\_ go to bed.
15. Anyone who comes by will see \_\_\_\_\_ a messy house \_\_\_\_\_ one that is well lived in.
16. You must be careful not to break the furniture, \_\_\_\_\_ you don't need to be so careful you don't feel comfortable here.

**Suggested Answers:** 1. if 2. until 3. and 4. Not only, but also 5. either, or 6. a's 7. both, and 8. because 9. yet 10. Before, whether, or, but 11. and 12. If 13. Both, and 14. After, and 15. either, or 16. but