

## CONJUNCTIONS

Conjunction	Meaning
and	addition
but, yet	contrast
or, nor	options
so, for	cause and effect

Sentences with **two independent clauses** connected by a **coordinating conjunction**: **comma before conjunction**.  
 Sentences with **an independent clause** followed by a **dependent clause**: **no commas necessary**.

1. I went online, **and** I ordered a book.
2. I went online **and** ordered a book.

**Conjunctive Adverbs** – These adverbs connect ideas and can be used **at the beginning** or **in the middle of a sentence**; they may also join two sentences when used with a **semicolon**.

Shows Additions	Contrast	Result
also, additionally, in addition	however, otherwise	consequently
furthermore	nonetheless	hence, then
moreover	still, nevertheless	therefore, thus,

1. He submitted his graduation application; **however**, he will not be able to graduate on time
2. We don't have enough evidence to support the claim; **therefore**, the claim is invalid.

For Emphasis	Opposite	Time
indeed	instead	meanwhile, then

1. Dr. McQuill decided to include only 25 test questions **instead** of 50.
2. First, she will write for 50 minutes; **then**, she will take a break.

### Subordinate Conjunctions/Adverbial Clauses

Shows Time	Shows Reason	Shows Place	Shows Contrast	Shows or Places Condition
after, as, before	because	where, wherever	although	if
often, since, while	since		though	unless
until, when	so, that		even though	

Sentence beginning with a **dependent clause** and followed by an **independent clause**: **separate with a comma**.  
 Sentence beginning with an **independent clause** and followed by a **dependent clause**: **no comma necessary**.

1. **When** I get my paycheck, I will treat my boyfriend to dinner.
2. I will treat my boyfriend to dinner **when** I get my paycheck.

### Relative Pronouns/Adjective Clauses

Persons	Things	Things or Persons	Possessives
who, whom, whoever	which	that	whose

An **essential clause** (one that is important to the meaning of a sentence) has **no commas**. A **non-essential clause** (one that adds extra information to a sentence) is set off **with commas**.

1. **Essential clause**: The student **who is enrolled in my course** has missed three classes.
2. **Non-essential clause**: Hannah, **who is enrolled in my course**, has missed three classes.

## TRANSITIONAL EXPRESSIONS

<b>SHOW ADDITION OR INCREASE</b>		
too	first, second. . .	also
in addition	more, moreover	next
and	finally	furthermore
besides	again	
<b>SHOW EMPHASIS</b>		
actually	in fact	indeed
<b>SHOW COMPARISON</b>		
similar/similarly	in the same manner	equally
<b>SHOW CONTRAST</b>		
yet	other/otherwise	but
though/although	still	however
nevertheless	on the contrary	in spite of
rather	whereas	in contrast
<b>EXPLAIN</b>		
for instance	to begin with	in short
specifically	in other words	
for example	certainly	
<b>SHOW TIME</b>		
once	then	now
today	often	at length
soon	while	at last
at this time	at times	frequently
at the same time	sometimes	usually
<b>SHOW PLACE</b>		
over/under	above/below	across
farther/nearer	here/there	around
to/from	between/among	through
<b>SHOW PURPOSE OR RESULT</b>		
so that	therefore	thus
accordingly	consequently	hence
as a result	to conclude	to sum up
so	as a consequence	
<b>SHOW CONDITION</b>		
provided that	if	unless
<b>SHOW MANNER</b>		<b>SHOW ALTERNATIVE</b>
as though	either/or	on the other hand
fortunately	neither/nor	instead of

**Sources:**

“Grammar Handbook: Restrictive and Nonrestrictive Clauses.” *University of Illinois - Urbana-Champaign*, 2013, [www.cws.illinois.edu/workshop/writers/restrictiveclauses/](http://www.cws.illinois.edu/workshop/writers/restrictiveclauses/). Accessed 16 Aug. 2017.

“Using Conjunctive Adverbs.” *California State University – Long Beach*, 2016, [www.cla.csulb.edu/departments/english/wrl/handouts/conjunctive-adverbs/](http://www.cla.csulb.edu/departments/english/wrl/handouts/conjunctive-adverbs/). Accessed 15 Aug. 2017.