

## COORDINATION & SUBORDINATION

Coordination and subordination are the joining of clauses [word groups that have a subject and verb] that are related in order to make compound and complex sentences.

**COORDINATION** joins two independent (main) clauses to create **compound** sentences; the two clauses remain equal in importance. There are two methods of coordination:

- **A comma and a coordinating conjunction** [which always goes between the two clauses]:  
*Maria sings beautifully, **but** she does not play the piano well.* [compound sentence showing contrast]

INDEPENDENT CLAUSE, **but**  
**or**  
**yet**  
**so** INDEPENDENT CLAUSE.  
**for**  
**and**  
**nor**

**WATCH OUT:** while compound sentences take commas, compound verbs do NOT:

*Maria sings beautifully **but** does not play the piano well.*

[since there is no subject after *but*, there is only a compound verb, which means there is no comma]

- **a semicolon** [replaces the comma & conjunction]  
*Maria sings beautifully; she does not play the piano well.*

INDEPENDENT CLAUSE; INDEPENDENT CLAUSE.

- a **conjunctive adverb** (followed by a comma) can be used to introduce the second independent clause  
*Maria sings beautifully; **however**, she does not play the piano well.*

INDEPENDENT CLAUSE; consequently nevertheless  
therefore indeed , INDEPENDENT CLAUSE.  
thus in fact  
furthermore then  
moreover finally  
however meanwhile  
otherwise

**WATCH OUT:** do NOT use a semicolon in front of a conjunctive adverb unless it is between two independent clauses.

**SUBORDINATION** joins a dependent clause with an independent [main] clause to create a **complex** sentence. The dependent clause begins with a subordinating conjunction; however, either clause may come first. **Notice that a comma is needed ONLY when the dependent clause comes first.**

***Although** Maria sings beautifully, she does not play the piano well.* [dependent clause first needs a comma]  
*Maria does not play the piano well **although** she sings beautifully.* [dependent clause last needs NO comma]

*These words are commonly used as subordinating conjunctions:*

after	even though	though	where
although	if	unless	whereas
as/as if	since	until	wherever
because	so that	when	whether
before	than	whenever	while

*relative pronouns*

who  
which  
that

## CONJUNCTIONS & CONJUNCTIVE ADVERBS

[adv = conjunctive adverb / cc = coordinating conjunction / sc = subordinating conjunction]  
note that many of these words can have other uses and therefore would have different punctuation

### CONTRAST:

however, (adv)  
nevertheless, (adv)  
but (cc)  
yet (cc)  
though (sc)  
even though (sc)  
although (sc)  
whereas (sc)

### RESULT:

therefore, (adv)  
consequently, (adv)  
thus, (adv)  
so (cc)  
so that (sc)

### CAUSE

because (sc)  
since (sc)  
for (cc)

### EMPHASIS:

in fact, (adv)  
indeed, (adv)

NOR = negative choice (cc)

OR = positive choice (cc)

### TO ADD:

and (cc)  
also, (adv)  
furthermore, (adv)  
in addition, (adv)  
moreover, (adv)

### CONDITION:

if (sc)  
whether (sc)  
while (sc)  
as (sc)

### TO PLACE IN TIME:

as (sc)  
after (sc)  
before (sc)  
until (sc)  
when (sc)  
whenever (sc)  
while (sc)

### UNDER OTHER CIRCUMSTANCES

otherwise, (adv)

### TO SPECIFY OR CLARIFY (by relative pronoun)

who (person)  
which (restrictive clause - takes commas)  
that (nonrestrictive clause - no commas)

**WATCH OUT:** The *CONJUNCTIVE ADVERBS* have semicolons in front of them *ONLY* if they are between two *INDEPENDENT* clauses; otherwise, they only require commas.

Notice the semicolon does not move in the following sentences regardless of where 'however' is.

*No one was injured; however, the car was totaled.*

*No one was injured; the car, however, was totaled.*

*No one was injured; the car was totaled, however.*

### Summary of punctuation:

coordination 1: Independent clause [ , **cc** ] independent clause.

coordination 2: Independent clause [ ; ] independent clause.

coordination 2a: Independent clause [ ; **conjunctive adverb**, ] independent clause.

subordination 1: Dependent clause [ , ] independent clause.

subordination 2: Independent clause [ ] dependent clause.