

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.