

Clauses and Conjunctions

Part A: The pairs of simple sentences below can be combined using a **coordinating conjunction**. Decide what relationship the second sentence has to the first and combine the pair using the most logical **coordinating conjunction** (*fanboys*). Finally, make sure you use the correct punctuation.

1. Marcy broke her arm.
She couldn't play the violin.

2. My English teacher is kind and patient.
My math teacher is rather annoying.

3. Mr. Smith encouraged Peter to do volunteer work at the retirement home.
He knows Michael is lonely.

4. Sylvia wants Steve to spend more time on his homework.
She wants him to get a part time job to help with expenses.

5. Tom and I wanted to buy a sofa for our living room.
We couldn't agree on a color or style.

Part B: The pairs of simple sentences below can be combined using a **conjunctive adverb**. Determine the relationship between the two sentences in each pair. Then use an appropriate **conjunctive adverb** to join the sentences. Make sure you use the correct punctuation.

Note: Skip this if your class does not cover conjunctive adverbs.

1. Model No. 576B is on back order.
We were told not to expect shipment until July.

2. The committee's opinion appeared biased.
I disregarded its recommendation.

3. At the November meeting, we will discuss hiring a marketing manager.
We will discuss next year's budget.

4. Val achieved a 4.0 grade point average in high school.
She was awarded several scholarships.

5. Tom is a perfectionist at work.
At home he is a bit of a slob.

Part C: The following simple sentences can be combined using **subordination**. Determine the relationship between the two sentences in each pair. (Sometimes there is more than one possible relationship.) Then combine them using a **subordinate conjunction**. Don't forget the correct punctuation.

1. You are not satisfied with your purchase.
Return the merchandise within 30 days.

2. Tracey responded immediately.
She received the fax.

3. Morale at the office improved quickly.
Ms. Perez was voted chairperson.

4. We have compared several models of computers.
We have not chosen which model to purchase.

5. Juanita processes the orders.
Ask her to double-check the account orders.

Advanced Practice: Go for it!

Part E: Rewrite the following sentences to make them parallel.

1. Program topics include digital transmission, data collection, and designing basic networks.

2. These techniques will prevent not only disputes but also will encourage positive business relationships.

3. Mr. Heitel is both a member of the Wisconsin Bar Association and the Society for Human Resource Management.

4. Correct spelling and to punctuate are important for achieving effective communication.

5. The vacation package includes complimentary tennis, golf, and playing volleyball.

6. I like to visit the botanical gardens when I am either in Athens or when I am in Atlanta.

7. Griffin Tech not only offers a degree in business but also a diploma in business.

8. You must visit the museums while you are either in Paris or while you are in London.

9. Shakespeare not only was a great author but also a successful real estate tycoon.

10. Joe's responsibilities are to research market trends, to report on market fluctuations, and finding new products to market.