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Summary of Punctuation Rules

The following chart summarizes punctuation rules covered in this book.

Use Commas	Example
1. To separate items in a series of three or more items	I'm taking Spanish, English, physics, and economics this semester. The teacher will read your paragraph, make comments on it, and return it to you.
2. Before a coordinating conjunction in a compound sentence	We are bringing sandwiches, and Tom is bringing soft drinks to the picnic. We don't need to bring raincoats, for the sun is shining brightly.
3. After a dependent clause that comes before an independent clause in a complex sentence (Don't use a comma when the dependent clause follows the independent clause.)	Because the sun is shining brightly, we don't need to bring raincoats. As soon as we arrived at the park, the men started playing soccer. (The men played soccer while the women watched.)
4. To separate extra-information adjective clauses from the rest of the sentence	The Nile, which is the longest river in the world, is 4,160 miles long.
5. To separate extra-information appositives from the rest of the sentence	The Amazon, the second longest river, is 4,000 miles long.
6. After most transition signals at the beginning of a sentence	Finally, we arrived at our hotel. However, our rooms were not ready. After an hour, we left to find a place to eat. Across the street, we found a small cafe.
7. To separate sentence connectors that appear in the middle of an independent clause.	Our rooms, however, were not ready. Lions, for example, can outrun all but three animals.

Use Apostrophes	Example
<p>1. To replace missing letters in contractions</p> <p>2. With <i>s</i> to show possession with nouns and indefinite pronouns</p> <p>3. With <i>s</i> to form the plural of numbers and letters.</p>	<p>She's always cheerful. They didn't answer the telephone.</p> <p>He found a girl's jacket in the hall. He walked into the girls' gymnasium by mistake. He found someone's jacket in the hall.</p> <p>The ice skater received three 10's and two 9.5's for her performance. The teacher gave all A's and B's last semester.</p>
Use Quotation Marks	Example
<p>To separate the exact words someone says or writes from a reporting phrase</p>	<p>She said, "I'll miss you."</p> <p>"I'll write you every day," she promised. "I'll think about you every day," she continued, "and I'll dream about you every night."</p>

Kinds of Sentences and Master List of Connecting Words

Kinds of Sentences

Simple sentence = one independent clause

Spring has arrived!

The flowers are blooming.

The sun is shining brightly.

People are walking and jogging in the park.

Compound sentence = two independent clauses

The sun is shining, and there are no clouds in the sky.

It was a beautiful day, so we decided to go to the skateboard park.

Complex sentence = one independent clause + one (or more) dependent clauses

As soon as we arrived, we put on our rollerblades.

Alex broke his arm because he wasn't careful.

Connecting Words

Coordinating Conjunctions

Coordinating conjunctions connect grammatically equal parts of a sentence. The parts can be words, phrases, or clauses.

Coordinating Conjunction	Use	Example
and	Connects equal similar ideas.	John likes to fish and hunt. John likes to fish, and he often goes fishing with friends.
but	Connects equal different ideas.	I like to eat fish but not to catch them. John likes to catch fish, but he doesn't like to eat them.

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Coordinating Conjunction	Use	Example
or	Connects two equal choices.	Do you prefer coffee or tea? They can register for classes online, or they can register by mail.
so	Connects a result to a reason.	I did not eat breakfast this morning, so I am a little hungry.
yet	Connects equal contrasting ideas.	It is sunny yet cold. John fished all day, yet he didn't get one bite.
for	Connects a reason to a result.	I am a little hungry, for I didn't eat breakfast this morning.
nor	Connects two negative sentences.	She does not eat meat, nor does she drink milk.

Subordinating Conjunctions

A subordinating conjunction (or subordinator) is the first word in a dependent clause. Common subordinators include the following.

Subordinating Conjunctions	
To tell a time	
after	He goes to school after he finishes work.
as	Several overcrowded busses passed as they were waiting.
as soon as	She felt better as soon as she took the medicine.
before	Before you apply to college, you have to take an entrance exam.
since	It has been a year since I left home.
until	We can't leave the room until everyone finishes the test.
when	When you start college, you sometimes have to take a placement test.
whenever	Whenever I don't sleep well, I feel sick the next day.
while	Several overcrowded busses passed while we were waiting.
To give a reason	
because	Jack excels at sports because he trains hard.
since	Since she works out daily, Jill is in great condition.
as	As they want to compete in a marathon, they run every day.

To tell where	
where	I can never remember where I put my house keys.
wherever	A baby animal follows its mother wherever she goes.
To make a contrast	
although	I love my brother although we disagree about almost everything.
even though	I love my brother even though we disagree about almost everything.
though	I love my brother though we disagree about almost everything.
while	My brother likes classical music, while I prefer hard rock.
whereas	He dresses conservatively, whereas I like to be a little shocking.

Relative Pronouns

Subordinating words for adjective clauses are called relative pronouns.

Relative Pronouns	
To refer to people	
who, whom, that (informal)	People who live in glass houses should not throw stones. My parents did not approve of the man whom my sister married. He's a man that everyone in our town respects.
To refer to animals and things	
which	My new computer, which I bought yesterday, stopped working today.
that	Yesterday I received an e-mail that I did not understand.
To refer to a time	
when	Thanksgiving is a time when families travel great distances to be together.

Master Chart of Transition Signals

The following chart lists the transition signals used in this book.

Sentence Connectors	Coordinating Conjunctions	Subordinating Conjunctions	Others
To list ideas in time order			
First, Second, First of all, Next, Meanwhile, After that, Finally, Now Soon Then		after as as soon as before since until when whenever while	At last, At 12:00, After a while, Before beginning the lesson, In the morning, The next day, The first step . . . The second step . . . After five minutes,
To list ideas in logical division of ideas order			
First, Second, etc. First of all, Furthermore, Also, In addition, Moreover,	and		A second (reason, kind, advantage, etc.) . . . An additional (reason, kind, advantage, etc.) . . . The final (reason, kind, advantage, etc.) . . .
To add a similar idea			
Similarly, Likewise, Also, Furthermore, In addition, Moreover,	and (Paired conjunctions) both . . . and not only . . . but also		
To make a comparison			
Similarly, Likewise, Also, too	and . . . (too) (Paired conjunctions) both . . . and not only . . . but also	(just) as	similar (to) equal (to) equally the same (as) (just) like

To add an opposite idea			
On the other hand, However,	but yet		
To make a contrast			
On the other hand, However, In contrast,	but yet	while whereas although though even though	different (from) differently unlike differ (from) (in)
To give an example			
For example, For instance,			such as . . . An example of . . .
To give a reason			
	for	because since as	because of (+ noun)
To give a result			
Therefore, Thus, Consequently, As a result,	so		
To add a conclusion			
All in all, For these reasons, In brief, In conclusion, Indeed, In short, In summary, To conclude, To summarize, To sum up,			It is clear that . . . These examples show that . . . You can see that . . . You can see from these examples that . . .