

Co-ordination

Co-ordinate Conjunctions

Writing is a most challenging art but it is a most rewarding one.

Writing well is a learned craft and everyone can improve in it.

I think and I write.

The simplest connection between ideas is co-ordination: two ideas of equal importance are joined by a conjunction which shows their relation. The second idea is a contrast (but), an addition (and), an alternative (or) or not (nor), an extension (so), a qualification (yet), a reason (for). The first idea is marked off with a comma (unless the sentence is very short) and the conjunction follows immediately to indicate the beginning of the next idea. Co-ordinated sentences are also called compound sentences. A useful mnemonic for co-ordinate conjunctions is FANBOYS: for, and, nor, but, or, yet, so.

Correct Co-ordination

- *Writing is a challenging art, but it is also a rewarding one.*
- *Writing well is a learned craft, and everyone can improve in it.*

Note the comma, especially with *and* and *or*. Because they are also used in lists, it is easy to misread, even if only momentarily, a sentence like the following, thinking that students are two things, learners and writers, only to discover as we continue, that they are only one of those things.

- *Students are learners and writers are learners too.*
- *Students are learners, and writers are learners too.* [Correctly punctuated]

Very short compound sentences do not need the comma, but it is not wrong.

- *I think and I write.* or *I think, and I write.*

Conjunctive adverbs

Conjunctive adverbs such as *however, therefore, consequently, moreover*, indicate a connection between ideas: they don't make the connection the way a conjunction does. They can be used when a semicolon joins two sentences, or when one sentence follows another. Unlike conjunctions, they can be inserted into the second idea in any of several different places. When it interrupts the structure, mark it off with a pair of commas. When it begins a structure, follow it with a comma.

- *Writing is a most challenging art; it is, however, a most rewarding one.*
- *Writing well is a learned craft. Moreover, everyone can improve in it.*
- *I think; therefore, I write.*