HELP BOX

COORDINATING AND CORRELATIVE CONJUNCTIONS

Conjunctions are grammatical connectors that link words, phrases or clauses. A conjunction can indicate the relationship between the elements it connects in the sentence. There are three types, namely coordinating conjunctions, correlative conjunctions and subordinating conjunctions.

❖ **Coordinating conjunctions**

A coordinating conjunction is a word that connects two or more elements of the same grammatical type. The word *coordinating* refers specifically to bringing things together on the same level. The elements joined by coordinating conjunctions can be individual words, phrases, or clauses. The seven most common coordinating conjunctions are *for*, *and*, *nor*, *but*, *or*, *yet*, and *so*—the first letters of which spell out the memorable acronym FANBOYS.

Coordinating Conjunctions	Purpose	Examples
For	To show reason	Their plug-and-play nature makes them ideal *for* transferring files...
And	To add information	...an amalgam of computer components *and* recording media...
Nor	To add negative information	...on magnets *nor* disks...
But	To show contrast, exception	...disks *but* use NAND (a type of flash memory)
Or	To give choice/ alternative	...transferring data, *or* increasing storage space...
Yet	To show concession	Inaccessibility is *yet* another major issue that often plagues physical storage...
So	To show result	moving parts as in the case of HDDs, *so* they have a long-lasting life-

❖ **CORRELATIVE CONJUNCTIONS**

Correlative conjunctions are conjunctions that perform as pairs. The second pair is a coordinating conjunction. They connect words, phrases and sometimes clauses with equal importance in a sentence. They are used to create balance and show the relationship between the connected elements.

Correlative conjunctions	Purpose	Examples
Either.......or	To present a choice between two options.	A computer usually has *either* a hard disk drive **(HDD)** *or* solid state drive...
Neither.....or	To express negation for two options.	...solid state drives depend *neither* on magnets *nor* disks...
Both......and	To combine two similar or related elements.	...facilitating *both* quick backup *and* recovery operations.
Not only.....but also	To emphasize the addition of one element to another.	It helps you *not only* carry out everyday tasks *but also* shift from one software...
Whether ......or	To introduce alternative possibilities.	*Whether* you like it *or* not, you have to complete the assignment.

Note: When coordinating or correlative conjunctions connect two words or phrases to each other, NO comma is necessary. However, when two independent clauses are connected to each other by a coordinating or correlative conjunction, a comma precedes the conjunction.