

# English Correspondence (İngilizce Yazışma)

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# Independent Clauses

Meaning	Coordinator	Conjunctive Adverbs	Example
To add an idea	and	in addition, furthermore, moreover, also	Women follow more healthful diets, <b>and</b> they go to doctors more often.
To show time or sequence		first, second, then, next, later, meanwhile, finally	<b>First</b> , robots can perform repetitive tasks without becoming tired or bored. <b>Second</b> , they can fulfill tasks requiring pinpoint accuracy.
To contrast	but yet	however, nevertheless, in contrast, on the other hand	Increasing the size of airports is one solution to traffic congestion; <b>however</b> , this is a long-term solution whose benefits may not be seen for many years into the future.
To show result	so	therefore, thus, consequently, as a result	Native and nonnative English speakers have different needs; <b>therefore</b> , most schools provide separate classes for each group.

**IC contain both a subject and a verb and can stand alone as a sentence.**

# Independent Clauses

Meaning	Coordinator	Conjunctive Adverbs	Example
To introduce an alternative	or	otherwise	Students must take final exams; <b>otherwise</b> , they receive a grade of incomplete.
To emphasize		in fact, of course, indeed, certainly	The little girl hated spiders; <b>in fact</b> , she was terrified by them.
To provide an example		for example, for instance	In the operating room, robotic equipment can assist the surgeon. <b>For instance</b> , a robot can kill a brain tumor.
To generalize or summarize		in general, overall, in short	<b>In short</b> , the company is doing extremely well.

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# Dependent Clauses

**DC** contain both a subject and a verb, but **cannot** stand alone as a sentence. Dependent clauses are introduced by subordinating conjunctions such as because, what, if

Types of clauses	Subordinators	Examples
1. Noun clauses	what, where, why, how, where, when	He knows <b>that</b> his business will be successful. That there is a hole in the ozone layer of the earth's atmosphere is well known.
2. Adjective clauses	who, whom, which, whose, that, where, when	Men <b>who are not married</b> are called bachelors. Last year we traveled to San Francisco, which is famous for its architecture.

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Types of clauses		Subordinators	Examples
3. Adverb clauses	a. time	when, before, after, until, since, as soon as	<b>When he won the money</b> , he decided to buy a car.
	b. place	where, wherever	She drove <b>wherever</b> she wanted.
	c. cause	because, as, since	She got a parking ticket <b>because</b> she parked illegally.
	d. purpose	so that, in order that	He drove fast <b>so that</b> he could get to work on time.
	e. result	so ... that, such ... that	He drove <b>so fast that</b> he got a speeding ticket.
	f. condition	if, unless	<b>If</b> she hadn't won the lottery, she would have been very unhappy.
	g.concession	although, even though	<b>Although</b> she thought she was a good driver, she got a lot of tickets for speeding.