

- subordinators
- coordinators

Did you know?

Conjunctions include coordinators and subordinators. Coordinating conjunctions join words or groups of words that are equal in rank grammatically. The main coordinating conjunctions are *and*, *but* and *or*. *And* is more frequent than all the other coordinators put together. In texts it accounts for one word in every 40. Subordinating conjunctions introduce a clause that is dependent on the main clause. Some common subordinating conjunctions include *although*, *as*, *before*, *until*, *when* and *while*.

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4.3 Grammar Conjunctions

Subordinators and coordinators

1 Work in small groups. Read the *Did you know?* information, then play the *if*, *and*, *but* game. Two people start discussing one of the topics below. They aren't allowed to use the words *if*, *and* or *but*. The person who says any of these words is 'out' and another person from the group takes their place to continue the conversation or start a new one.

- How I deal with conflict
- Why it is important to be assertive
- The importance of apologizing

2 Complete the sentences with an appropriate conjunction from the box.

and as as if but in case or provided so supposing though
unless whereas while

- 1 _____ you are partly to blame, I won't make an issue of it on this occasion.
- 2 We need you to take the initiative _____ sort the problem out yourself.
- 3 I'll tell you what we could do – kill two birds with one stone: deal with Fernando _____ we are in Madrid.
- 4 Don't – whatever you do – use that door, _____ there's a real emergency.
- 5 OK, you can take the day off tomorrow _____ you make up the time later in the week.
- 6 _____ no one ever mentioned it I assumed it wasn't important.
- 7 The difference is, James has apologized for being out of order, _____ you have behaved _____ you haven't done anything wrong.
- 8 I'd love to be able to tell you what went wrong, _____ I'm telling you I've got absolutely no idea.
- 9 There's no real reason for you to be at the meeting, _____ you might as well take the afternoon off.
- 10 What I'm saying is we need to get all the documentation together _____ the inspectors turn up.
- 11 You can resolve the issues between you _____ you can take the consequences – it's up to you.
- 12 _____ she doesn't agree, what should we do then?

Expressing meanings through subordinators

3 Jack and Adele are discussing a conflict at work. Read their conversation. For each of the examples 1–10 cross out the subordinator that *can't* be used.

Jack: Did you manage to talk it through with those two?

Adele: What, Marc and Maria? Well, I wanted to check out the legal side of things first (1) *so that / in case / in order that* we know exactly where we stand.

Jack: OK, but we don't want to leave it too long. They need to know we're on to their case, (2) *since / because / unless* they might turn the tables on us otherwise.

Adele: I know what they're like. And (3) *once / while / as soon as* Hulya's come up with the right procedural stuff I'll talk to them.

Jack: I'm sure we'll be on solid ground, (4) *as / provided / as long as* they don't get nasty.

Adele: Yeah, you never know. Ever since Ruth left, Maria's been behaving (5) *as though / as if / even though* she's in charge.

Jack: I know. I don't like it. I guess it was Maria who actually went for the top job, (6) *supposing / whereas / while* Marc just complains without actually doing anything about it.

Adele: OK, but it's Marc who's always there for you (7) *as soon as / as long as / the minute* anything goes wrong. Well, for me anyway.

Jack: I wish I could agree. (8) *Whether / Whenever / When* I need him I can't track him down. Anyway, it's Maria who needs our support, (9) *although / because / since* she's the one who puts in the real work.

Adele: (10) *Rather than / Just as / Like* I thought – you always did back Maria!