1. **Independent clause.** (Subject/verb)

   Ex: Emily works every day before her class.

2. **Independent clause; independent clause.**

   Ex: Emily works four hours on Wednesdays; Michelle works three hours on Tuesdays.

3. **Independent clause; therefore, independent clause.** (Notice the semicolon before the conjunction and the comma after it)

   **Adverbial conjunctions:** however, therefore, nevertheless, consequently, furthermore, moreover, besides, indeed, in fact, otherwise, of course, for example, for instance, meanwhile, accordingly, anyway, finally, incidentally, instead, similarly, thus, still

   Ex: Emily worked last week; therefore, she will not work this week.

4. **Independent clause, and independent clause.**

   **Coordinating Conjunctions:** for, and, nor, but, or, yet, so (FANBOYS)

   Ex. Emily worked three days last week, and she will work three days this week.

5. **Beginning of independent clause, nonessential clause, phrase or word, end of independent clause.**

   Ex: Emily, the receptionist, works in Learning Assistance.

6. **Subordinating conjunction dependent clause, independent clause.**

   **Subordinating conjunctions:** because, unless, until, since, whether, as long as, whereas, so that, while, even if, as though, although, though, just, after, as soon as, in order that, whenever, when, before, as if, even though

   Ex. Even though Emily works hard, she always has time to draw pictures.
7. **Independent clause** subordinating conjunction dependent clause.

Because, since, when, while, although, after, if

**Note:** You will see a comma between IC, DC often. Decide whether it’s needed for clarity. According to the *Everyday Writer*, a comma does go before “though” and “although.”

**Ex: Emily will work late tomorrow if it is necessary.**

8. Other introductory elements, **Independent clause**.

Examples:
- Quickly, the technician changed the flat tire. *(Adverb)*
- Nevertheless, Emily’s hours are flexible. *(Conj. Adverb)*
- In fact, only you can decide when to quit your job. *(Transitional expression)*
- Frustrated, she turned in her resignation letter. *(Participle)*
- In Fitzgerald’s novel *The Great Gatsby*, the color green takes on symbolic qualities. *(Prepositional phrase)*
- Wearing his lucky shoes, Joe prepared for the race. *(Participial phrase)*
- To win the race, Joe needed as much luck as he could get. *(Infinitive phrase)*

**Note:** The comma after an introductory element may be omitted if the element is too short to require a pause.

**Ex:** Today I have many tasks to complete. (no comma needed after Today.)

9. Other common comma rules:

**Ex:** I was born on July 16, 1988, in Charleston, South Carolina.
**Ex:** I have a friend who was born in Seattle, Washington, in 1982.

10. **Independent clause:** A, B, and C. *(Note: commas in a series.)*

**Ex:** At the grocery store, I bought diet food: apples, lettuce, and ice cream.

11. **Independent clause** supporting **Independent clause**.

**Ex:** One researcher had this to say about lightning: “The odds of getting hit are highest for those who spend a lot of time outdoors.”

12. With tag lines (he said, etc.) for conversations. “______________,” she said.

He said, “______________”
“______________,” she shouted, “and __________.”

**Ex:** “I wish I had your job,” Emily said.
I responded, “I wish I had your job!”

**Remember:**
Commas join information into the sentence; all other punctuation separates!

**Punctuation Pattern Sheet**