

STATING REASONS AND USING EXAMPLES (part 2)**SENTENCE STRUCTURE. MORE ABOUT COMPLEX SENTENCES**

In Lecture 3, you learned about complex sentences with dependent time clauses. Now let's study other kinds of dependent clauses. First, review these five points:

- An independent clause is a sentence by itself.
- A dependent clause is not a sentence by itself. A dependent clause needs an independent clause to complete its meaning.

Independent clause - *The class ended.*

Dependent clause - . . . *when the class ended*

- A complex sentence is one independent clause and one or more dependent clauses.
- The clauses can be in any order.
- Put a comma after a dependent clause when the dependent clause comes before an independent clause.

As soon as the class ended, the students left the room.

The students left the room as soon as the class ended.

REASON AND CONDITION SUBORDINATORS

You have practiced reading and writing sentences with time subordinators. Here are two other kinds. One kind tells a reason for something to happen, and the other kind states a condition for something to happen.

| Reason Subordinators | |
|-------------------------------|---|
| because | <i>They canceled the game because the field was too wet.</i> |
| since | <i>Since the field was too wet, they canceled the game.</i> |
| Condition Subordinator | |
| if | <i>John is unhappy if he doesn't get an A in every class.</i> |

Here are some things to know about these subordinators.

1. *Because* and *since* have exactly the same meaning, and there is no difference in their use.

Because Tina is good at math, she decided to become an engineer.

Since Tina is good at math, she decided to become an engineer.

Tina decided to become an engineer because she is good at math.

Tina decided to become an engineer since she is good at math

2. The word *since* can be either a reason subordinator or a time subordinator.

Since I don't own a car, I take the bus to school, (reason)

Since Eddie started lifting weights, he has become much stronger, (time)

3. *Because* is a subordinator. *Because of* is a two-word preposition.

Hawaii is a popular vacation spot because of its beautiful beaches, (preposition)

Hawaii is a popular vacation spot because it has beautiful beaches, (subordinator)

4. *If* introduces a condition. (Note: Sentences with conditional clauses often require special combinations of verb tenses. Consult a grammar book for information.)

If you don't practice, you won't learn as quickly.

If you cook chicken too long, it becomes tough and dry.

Don't open an email if you don't know the sender.

CAPITALIZATION AND PUNCTUATION

Here are two more capitalization rules.

| Rules | Examples |
|---|---|
| Capitalize: | |
| <p>11. Some abbreviations.</p> <p>NOTE 1: USA is an abbreviation for United States of America. Do not capitalize all of the letters in a country's name.</p> <p>NOTE 2: Capitalize only the first letter of the abbreviation of a person's title.</p> | <p>IBM UN UCLA VW TV CBS USA UAE UK</p> <p>United States of America Saudi Arabia Japan</p> <p>Dr.</p> <p>Mr. and Mrs.</p> |
| <p>12. All the words in a greeting and the first word in the closing of a letter.</p> | <p>Dear Sir: To Whom It May Concern: Love, Very truly yours,</p> |

So far, you have learned these four comma rules:

| Rules | Examples |
|---|--|
| Use a comma: | |
| <p>1. After transition signals and prepositional phrases at the beginning of a sentence (except then).</p> | <p>First, carry out the empty bottles and cans. From my window, I have a beautiful view.</p> <p>After lunch, my grandfather takes a nap.</p> <p>For example, some teachers give pop quizzes.</p> |
| <p>2. Before coordinating conjunctions in a compound sentence.</p> | <p>Cook the rice over low heat for twenty minutes, but don't let it burn.</p> <p>Many students work, so they don't have time to do homework.</p> |

| | |
|---|--|
| 3. In a complex sentence when a dependent adverb clause comes before an independent clause. | Because Mexico City is surrounded by mountains, it has a lot of smog. |
| 4. To separate items in a series. | In our class there are students from Mexico, Japan, Vietnam, Iran, China, and Guatemala. |

Here are four more comma rules:

| Rules | Examples |
|---|---|
| Use a comma: | |
| 5. To separate thousands, millions, billions, etc. BUT NOT in a number that expresses a year or an address, and NOT to separate dollars from cents or whole numbers from decimals. (Use a period, not a comma.) | The college has 23,250 students. in the year 2010 2935 Main Street \$59.95 $6\frac{7}{8} = 6.875$ |
| 6. To separate the parts of dates and after years in the middle of a sentence. | The third millennium started on January 1, 2001, not on January 1, 2000. |
| 7. To separate the parts of a U.S. address EXCEPT between the state and the zip code when the address is in a sentence. In the address of letters and on envelopes, do not use commas. | The address of the White House is 1600 Pennsylvania Avenue, Washington, DC 20500. |
| 8. After the greeting and closing in a personal letter, and after the closing in a business letter. | Dear Michiko, Dear Mom, Love, Very truly yours, |