

## HOW TO JOIN SENTENCES

### 1. By a joining word in the middle

**Note:** If two sentences are not joined, put a full stop between them.

He worked hard. He passed.

**And** He worked hard and he passed.

**So** He worked hard so he passed.

**Because** He passed because he worked hard.  
(He passed for he worked hard.)

**But** He worked hard. He failed.  
He worked hard but he failed.

**While (whereas)** I like cricket. My brother likes hockey.  
I like cricket while (whereas) my brother likes hockey.

**Or (otherwise)** I shall work hard. I shall fail otherwise.  
I shall work hard or (otherwise) I shall fail.

**Until (till)** I waited at the station. The train arrived.  
I waited at the station until (till) the train arrived.

**Note:** (a) Don't use and at the beginning of a sentence.

(b) Then, therefore and thus are not joining words.

**Not:** I finished my work then I went to bed.

**But:** I finished my work and then I went to bed.

**Not:** He worked hard therefore he passed.

**But:** He worked hard so he passed.

(c) Do not use not after until.  
E.g. Wait here until I come back.

(d) Do not use that's why to join sentences.

(e) So and but may be used at the beginning of a sentence. E.g. He worked hard and he passed. So the teacher was pleased.

If you work hard, you will pass. But if you are idle, you will fail.

## 2. By a joining word used at the beginning.

**When** I reached the station. The train came.

When I reached the station, the train came.

**As soon as (directly)** As soon as I reached the station, the train came.

**While** I was playing. I fell down.

While I was playing, I fell down.

**Before** I reached the station. The train had gone.

Before I reached the station, the train had gone.

**After** I finished my work. I went to the cinema.

After I finished my work, I went to cinema.

**If** If you work hard, you will pass.

Unless you work hard, you will fail.

(If you do not work hard, you will fail)

**As (since)** He worked hard. He passed.

As (since) he worked hard, he passed.

**Although** He worked hard. He failed.

Although he worked hard, he failed.

**Note:** (a) In all cases the joining word may be put in the middle.

E.g. The train came as soon as I reached the station.

You will pass if you work hard.

He failed although he worked hard.

(b) If the joining word is at the beginning, put a comma after the first sentence.

(c) Don't write: When -----, then -----,  
If -----, then -----,  
Although -----, but -----.

(After although you may write still or yet.  
E.g. Although he worked hard, still he failed)

(d) Don't use not after unless because unless means 'if ---- not'.

E.g. We shall play unless it rains.  
We shall play if it does not rain.

(e) Do not use as when you really mean when. As can be used in place of while.