

Conjunctions are words that link other words, phrases, or clauses together.

Coordinating conjunctions allow you to join words, phrases, and clauses of equal grammatical rank in a sentence.

There are seven coordinating conjunctions. You can use the mnemonic **FANBOYS** to help you remember them.

F is for “for“

A is for “and“

N is for “nor“

B is for “but“

O is for “or“

Y is for “yet“

S is for “so“

Correlative Conjunctions are paired conjunctions that are generally used together.

Below are some correlative pairs you can use to structure your sentences. Some of these pairs are more common than others.

both/and

whether/or

not only/but also

either/or

neither/nor

just/so

the/the

as/as

if/then

rather/than

no sooner/than

such/that

so/that

Subordinating Conjunctions help to link or connect a dependent clause to an independent one. The commonly seen relationship between the two clauses is:- cause- and- effect or contrast but it can be any other type as well.

Many subordinating conjunctions exist. Listed below are some of the many.

after

although

as

as if

as long as

as much as
as soon as
as far as
as though
by the time
in as much as
inasmuch
in order to
in order that
in case
lest
though
now that
now since
now when
now
even if
even
even though
provided
provide that
if
if then
if when
if only
just as
where
wherever
whereas
where if
whether
since
because
whose
whoever
unless
while
before
why
so that
until
how
since
than
till
whenever
supposing
when

or not what

For- It explains reason or sights purpose.

And- It helps to add one clause or phrase to another similar one.

Nor- It is used to add a negative idea to an already existing negative idea.

But- Helps to show a contrast.

Or- Helps to add an alternative to an already existing positive alternative.

Yet- Provides a contrasting idea to an existing logical idea or point.

So-It is used to indicate or show a result or consequence of an event.

Letter Writing

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post in an envelope, although this is not a requirement as such. Any such message that is transferred via post is a letter, a written conversation between two parties.

Formal Letter: These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.

Informal Letter: These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives etc.

Letter Writing Tips

Now that we have learned the basics of communicating via letters and the types of letters as well, let us focus on some tips for the actual letter writing.

1] Identify the type of letter

This obviously is the first step of the letter writing process. You must be able to identify the type of letter you are to be writing. This will be dictated by the person the letter is addressed to and the information that will be conveyed through the letter. Suppose you were writing to the principal of your college to ask for leave, this would be a formal letter (Types of formal letters with samples). But say you were writing to your old college professor catching up after a long time. Then this would be a personal (informal) letter.

2] Make sure you open and close the letter correctly

Opening a letter in the correct manner is of utmost importance. Formal letters open with a particular structure and greeting that is formal in nature. Informal letters can be addressed to the person's name or any informal greeting as the writer wishes.

Even when closing the letter, it must be kept in mind what type of letter is being written. Formal letters end respectfully and impersonally, whereas informal letters may end with a more personal touch.

3] Establish the main intent of the letter

Once you start writing, make sure to get to the point as soon as possible. Especially in formal letters, it is important to immediately make clear the purpose of the letter.

4] Be careful of the language

A letter is always supposed to be polite and considerate. Even if it is a complaint letter, the point must be made in a careful and courteous manner. So it is necessary to use polite expressions and civil language in all types of letters.

5] Length of the letter

And the other important factor to be considered is the length of the letter you are writing. It should be kept in mind that formal letters are generally to the point, precise and short.

Lengthy formal letters tend to not have the desired effect on the reader. The length of an informal letter is determined by the message in the letter and the relation to the recipient.

Formal letter:-

Sender's address

----->

Date

----->

Receiver's address

----->

Salutation (Respected Sir/Madam)

----->

Subject

1st para- introduce the topic

2nd para- discuss the topic in details

***** (3rd para- suggest some measures) *****

Last para- end the letter/conclusion

Thanking you.

Yours faithfully/obediently
(Your name)

To the editor regarding a problem:-

1st para- Through the columns of your esteemed daily I would like to draw the kind attention of the concerned authorities towards the problem of

To the principal/chairman asking for something :

1st para- With due respect and humble submission I beg to state that

Last para:- Therefore, I request you to kindly grant my application and take some necessary steps as soon as possible.