**Key:**
- S = sentence
- FAN BOYS = acronym for the seven coordinating conjunctions

I. **Period** (a.k.a. full stop)

\[ S + . + S \]

II. **Comma** – to link two closely related ideas

When using a comma between two sentences, you must use a coordinating conjunction immediately after the comma. There are 7 coordinating conjunctions, which are represented by the acronym FAN BOYS.

\[ F = \text{for} \quad B = \text{but} \]
\[ A = \text{and} \quad O = \text{or} \]
\[ N = \text{nor} \quad Y = \text{yet} \]
\[ S = \text{so} \]

\[ S + , + \text{FAN} + S \]
\[ \text{BOYS} \]

III. **Semicolon** – use when a period seems too abrupt and a comma seems too unclear

You can use a semicolon in place of a period when you feel that the ideas contained in the two sentences are so closely related that a period would create an abrupt stop for the reader.

\[ S + ; + S \]

If you want to show that the second idea is an extension of or a contradiction to the first sentence, you may add transition word. If you add a transition word, add it *immediately* after the semicolon and then follow it *immediately* by a comma before you begin the second sentence.

\[ S + ; + \text{TRANS} + , + S \]
\[ \text{WORD} \]

Examples of transition words are: however, nonetheless, additionally, etc.

**Note:**
* Do not use a FAN BOY with a semicolon
* Do not use a transition word with a comma
Transition Words

The following is a sample list of words that can be used to show that a writer is transitioning from one thought to the next. The list is divided up according to the functions of and purposes served by each group of words. You may find that some words can operate in more than one category.

To Show Addition

- first of all
- the third reason
- in addition
- finally
- for one thing
- also
- moreover
- last of all
- second
- next
- furthermore

To Show Time

- meanwhile
- first
- now
- then
- finally
- next

To Show Space

- to the left
- in front
- below
- to the right
- in back
- nearby
- on the opposite side
- above
- behind

To Show Change of Direction

- however
- still
- on the contrary
- otherwise
- on the other hand

To Show Illustration

- for example
- as an illustration
- for instance
- once
- specifically

To Show Conclusion

- therefore
- then
- to conclude
- Consequently
- as a result
- last of all
- thus
- in summary
- finally