



LESSON "4"

A-Conjunctions

<u>b-</u> Adjectives

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Understanding conjunctions will enable you to write effectively. What is a conjunction?

The conjunction is the part of speech used as a "joiner" for words, phrases, or clauses(Remember) that a clause is a group of words containing a subject and a verb.) in a particular sentence. It links these words or groups of words together, in such a way that certain relationships among these different parts of the sentence will be established,

Why to use conjunctions?

- To avoid repetition.
- To help in relating one idea with another.
- Allow us to build complex and compound sentences.

<u>What are the types of conjunctions?</u>:

Depending upon the jobs they perform in a sentence conjunctions classified into 3 types: coordinating, subordinating, and correlative conjunctions.



1-Coordinating Conjunctions:

Among the three types of conjunctions, this is probably the most common one This type of conjunction is used to **connect** items that are **grammatically equal**: two **words**, two **phrases**, or two independent clauses.

There are <u>seven</u> coordinating conjunctions in English, and you can remember them using the word FANBOYS: for, and, nor, but, or, yet, so.

A conjunction of this type is placed **between** the items that it links together, and not at the beginning or at the end.

Words

Coordinating conjunctions can join two nouns, verbs, adjectives, or other types of words.

ex: The data was gathered through questionnaires and interviews.

Phrases

They can also join different types of phrases.

• She usually studies in the library or at a cafe.

Independent clauses

The budget was well-planned **, but** unforeseen expenses arose. In the sentence above, the coordinating conjunction but creates a relationship between **two** independent clauses. Therefore, you place a <u>comma (,) before but</u>.

Punctuating coordinating conjunctions

When joining two words or phrases with a coordinating conjunction, do not use a comma.

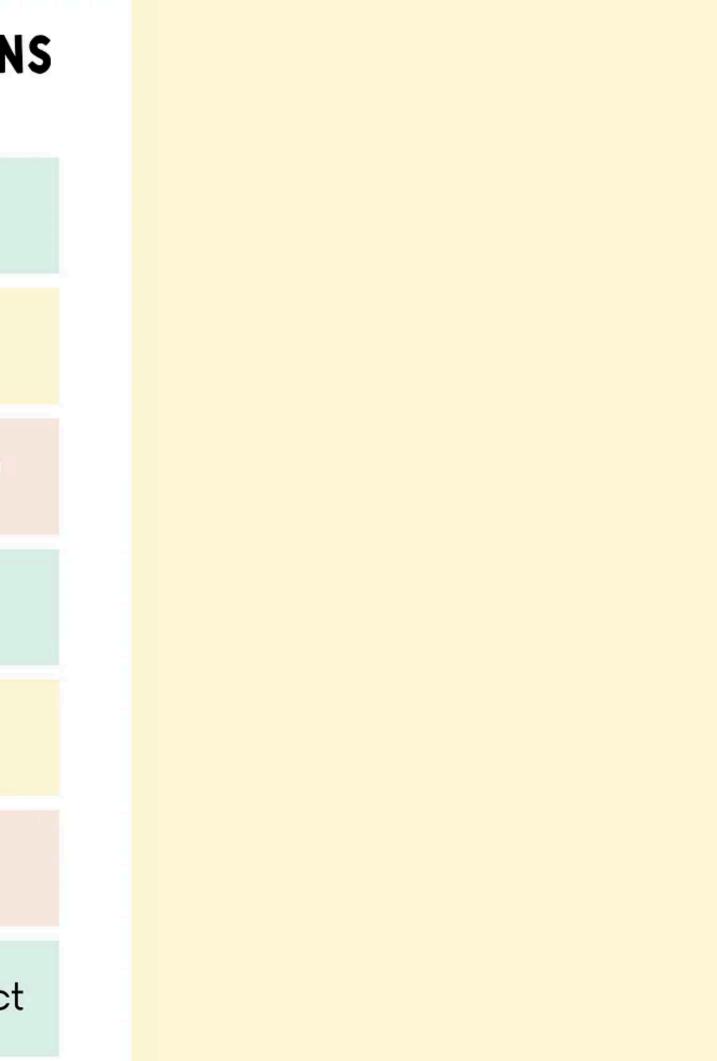
She usually studies in the library, or at a cafe. She usually studies in the library or at a cafe. The conjunction joins two words or phrases that are connected to a single verb(studies) so you shouldn't place a comma before and

A comma must be used when a coordinating conjunction joins two **independent clauses**. Commas tell the reader that one independent clause has ended and another one is begining.

COORDINATING CONJUNCTIONS

The Glue of Sentence Structure

For	gives a reason why
And	joins similar ideas
Nor	negative form of "or"
But	shows a contrast
O r	gives a choice
Yet	give a contrast
So	shows cause and effect



Examples

1- **For** : used to explain reason or purpose (similar to because) . ex. The company increased its marketing budget , <u>for</u> it aimed to increase sales in next

quarter.

2- And : used to add one thing to another or to add more about an idea.

ex. The financial report includes the balance sheet and the income statement.

3- Nor : a negative conjunction that is used to introduce a negative idea to an already stated negative idea.

ex. The accountant did not approve the expense, <u>nor</u> did the manager.

4- But : is used to connect ideas or clauses that contrast. The second one opposes what was mentioned in the first one.

ex. The report was accurate , <u>but</u> it was late.

5- or : Used to present an alternative or choice.

ex. We can schedule the meeting for Tuesday, <u>or</u> we can have it on Thursday.

6- Yet : used to show contrast or exception.

ex. The company posted strong quarterly earnings , <u>yet</u> its stock price fell. 7- So : **used to introduce clauses of result or decision** . **it comes after it directly** . **ex.** The client requested additional information(cause) <u>,so</u> we sent a detailed report. (result)

t **an idea.** me statement. I**tive idea to an already stated**

anager. **econd one opposes what was**

2-Subordinating Conjunction:

Subordinating conjunctions are one type of conjunction, which join clauses to clauses. Join dependent (subordinate) clauses with independent (main/ more important) clauses.

- Function: to provide a transition between two ideas within the same sentence; this transition indicates place, time, or cause and effect.
- to form complex sentence.

A subordinating conjunction can be placed in between an independent and dependent clause. It can also be placed in front of a dependent clause.

This type of conjunction includes words like because, if, although, since, until, and while. A subordinating conjunction is used to introduce a dependent clause.

The subordinating conjunction defines the relationship between the clauses. The table below shows some common subordinating conjunctions and the relationships they express, but note that this is not a complete list.

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REI	auor	nship
	The second second second	i se i i i pe

Common subordinating conjunctions

Cause and effect	because, since, as
Time	when, before, after, once, until, whene
Place	where, wherever
Condition	if, unless, in case
Contrast	although, though, whereas

Punctuating subordinating conjunctions

Sentences containing subordinating conjunctions are punctuated differently depending on the arrangement of the clauses of the sentence.

The rule is simple: if the independent clause precedes the dependent clause, no comma is necessary; if the dependent clause precedes the independent clause, then a comma is necessary. ex. We must wait although you are ready.

Although you are ready, we must wait.



ever, since, while

<u>examples of Subordinating Conjunctions in sentences</u>

1- because: We use it when we want to give the reason behind something. The result comes before because and the cause (reason) after it. ex. I didn't go to work because I was sick.

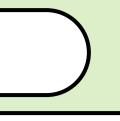
I didn't go to work is an independent clause (result), because I was sick is a dependent clause (cause).

since & as : used for also connecting the result of something with its reason. ex. The company has seen increased profits since it implemented the new marketing strategy.

3- after (time)

ex. I will go to the store **after** I finish my homework.

Here, "after" is used to indicate that the **action** in the main clause (going to the store) will happen after the action in the subordinate clause (finishing homework).



4- If (condition) : it is used to introduce conditional clause.

I will go to the store **if** I have enough money. ex.

Here, "if" is used to indicate that the **action** in the **main clause** (going to the store) will only happen if the condition in the subordinate clause (having enough money) is met.

5- Where : used to to indicate a place.

ex. I will go to the store where they have the best deals. Here, "where" is used to indicate the location of the action in the main clause (going to the store.

3-Correlative conjunctions

Like coordinating conjunctions, correlative conjunctions connect similar elements in a sentence (the same part of speech or structure), such as adjectives, nouns, and clauses. They **always** come as **pair**.

Common pairs include either ... or, neither ... nor, not only ... but also, and both ... and. In most cases, no comma should be used between the two elements. ex:

- You should buy either a mobile or a laptop.
- Neither my dad nor my mom was available to help me,
- Ahmed likes not only coffee but also tea.
- The new policy benefits both employees and management.

Adjective is a part of speech (describing word) that describes & tell us more about nouns. **Adjective Order**

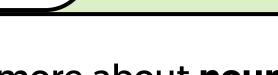
There are 2 basic **positions** for adjectives:

- 1. before the noun
- 2. after some linking verbs like (be, become, get, seem, look, feel, sound, smell, taste)

		adjective	noun	verb	adjective
1	l like	big	cars.		
2			My car	is	big.

determiners usually come first:

- * articles (a, the)
- * possessives (my, your...)
- * demonstratives (this, that...)
- * quantifiers (some, any, few, many...) numbers (one, two, three)





2-Adjectives

Examples of adjectives

2. after certain verbs (be, become, get, seem, look, feel, sound, smell, taste)

- 1. Because she had to wait, she **became impatient**.
- 2. The examination did not seem difficult.
- 3. Your friend looks nice.
- 4. That new film doesn't **sound** very **interesting**.
- 5. Dinner smells good tonight.
- 6. This milk tastes sour.

Adjectives endings: Adjectives have different endings.

1- some adjectives end in -ful or -less An adjective that ends in -less is the opposite of the same adjective that ends in -ful careful - careless useful - use**less** the -ful means having a lot of something for example: hopeful - having a lot of hope The -less ending means without homeless - without home



2- some adjectives end in - **y** , -**ive** , **ing** , -**ly** , -**able** , -**ous** , **-ish** , **-al** Examples:

- 1. A **noisy** office.
- 2.A creative manager.
- 3. An interesting book.
- 4. A costly project.
- 5. A comfortable working environment.
- 6. A dangerous place.
- 7. Childish behavior.
- 8. A national company.

Some adjectives tell you something about <u>quantity</u> without giving you the exact number. They are called quantifying determiners (some, any, few, many, lots of , plenty of ,several ,all,much) Examples:

- 1. Some financial statements were reviwed by the auditors.
- 2. Many companies have struggle with cash flow management.
- 3. Please check if there are **any** errors in the balancesheet.
- 4. Several entities adopt the GAAP standards.
- 5.All asstes must be accounted for in the balance sheet.



Possesive adjectives

We use possessive adjectives to express who owns (or 'possesses') something. Possessive adjective comes **before** the **noun**.

The possessive adjectives in English are as follows:

SUBJECT	POSSESSIVE ADJECTIVE
I	my
you (singular)	your
he	his
she	her
it	its
we	our
you (plural)	your
they	their

Examples:

1. My financial <u>report</u> will be ready after two hours. 2. Your <u>company</u> has a good reputation. 3. His <u>analysis</u> of the market was insightful. 4. Her presentation on cost management was excellent. 5. Our team completed the planning function. 6. Their accounting system was updated.

Adjectives in English have no plural form. Possessive adjectives are always singular.

- These are their suitcases.
- These are theirs suitcases.



<u>Compartive and Superlative Adjective:</u>

Use comparative adjectives to compare 2 things only: We form comparative adjective by adding "er" at the end of the adjective.	Forming com Add "more" or "l
For example, if Phil is 10 years old, and Ben is 8 years old, then	Expensive
* Phil is old <mark>er than</mark> Ben.	
* Ben is young <mark>er than</mark> Phil.	
Forming comparatives:with words that end in a vowel consonant =Double thelast consonant and add -erBigbiggerHothotterThinthinnerex: My sister is thinner than me.	Popular Interesting
Forming comparatives with words that end in consonant + y =Remove -y and add -ier. Easy easier Happy happier Busy busier	 A car is mo Michael Jac Watching a

nparatives with adjectives with 3+ syllables

"less" before the adjective:

More expensive
Less expensive
More popular
Less popular
More interesting
Less interesting

ore expensive than a computer.

ackson's music is more popular than country music.

a movie is more interesting than studying grammar.

Some adjectives have irregular comparative forms:

Worse
Farther

- Eating fruit is better for your health than eating hamburgers. •
- Cancer is worse than the flu. .
- One mile is farther than one kilometer •

Never say more better, more worse, more farther – that's a common mistake. Only use "more" with the long adjectives (more generous, more appropriate, etc.)



Use superlatives to compare three 3 or more things, we form it by adding "est" at the end of the adjective.

Let's see how to form superlative adjectives:

Superlative Adjective:

ADJECTIVE	SUPERLATIVE	Irregular words: Remember these forms:	
• Old	Add -est: • the oldest	 Good Bad Far the worst the farthest 	
 Big Easy Friendly 	 the biggest the easiest the friendliest 	 Examples: My grandmother is the oldest person in my family. Russia is the biggest country in the world. 	
 Long words: Beautiful Expensive 	Add "most" or "least": • the most/least beautiful • the most/least expensive		

<u>2-Adjectives</u>

Examples:

1-Comparative adjectives 2-Superlative adjectives

Financial Ratios

- 1. The current ratio of Company A is higher than that of Company B.
- 2. The net profit margin for 2023 is better than it was in 2022.
- 3. Our return on assets (ROA) is more favorable than the industry average.
- 4. Company X is more competitive in the market than Company Y.

- 1. Among the three companies , company A has the highest liuidity ratio.
- 3. This quarter marked the best revenue performance in the company's history.
- been.



- 2. The current fiscal year has the lowest debt-to
 - equity ratio in the past five years.
- 4. Our gross profit margin is the strongest it has ever

ANY QUESTIONS?