

GRAMMAR

LESSON "4"

A-Conjunctions

b-ﺁ Adjectives

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1-Conjunctions

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.

What are the types of conjunctions?:

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

1-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 **seven** 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.

1-Conjunctions

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 comma (,) before but.

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 beginning.**

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

Or 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 , **for** 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, **nor** 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 , **but** it was late.

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

ex. We can schedule the meeting for Tuesday, **or** we can have it on Thursday.

6- **Yet** : used to show contrast or exception.

ex. The company posted strong quarterly earnings , **yet** 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) , **so** we sent a detailed report.
(result)

1-Conjunctions

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.

Relationship	Common subordinating conjunctions
Cause and effect	because, since, as
Time	when, before, after, once, until, whenever, since, while
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 .

1-Conjunctions

examples of Subordinating Conjunctions in sentences

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).

1-Conjunctions

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

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

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 .

1-Conjunctions

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.

2-Adjectives

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	I 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** - **useless**

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-Adjectives

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 **quantity** 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 reviewed 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 acoounted for in the balance sheet.

2-Adjectives

Possessive 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 report will be ready after two hours.
2. **Your** company has a good reputation.
3. **His** analysis 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.



2-Adjectives

Comparative and Superlative Adjective:

Use comparative adjectives to compare **2** things only:

We form comparative adjective by adding “er” at the end of the adjective.

For example, if Phil is 10 years old, and Ben is 8 years old, then...

* Phil is **older than** Ben.

* Ben is **younger than** Phil.

Forming comparatives:

with words that end in a **vowel consonant** = Double the last consonant and add -er

Big bigger

Hot hotter

Thin thinner

ex: My sister is thinner than me.

Forming comparatives with words that end in

consonant + y = Remove -y and add -ier.

Easy easier

Happy happier

Busy busier

Forming comparatives with adjectives with 3+ syllables

Add “more” or “less” before the adjective:

Expensive	More expensive
	Less expensive
Popular	More popular
	Less popular
Interesting	More interesting
	Less interesting

- A car is **more expensive than** a computer.
- Michael Jackson's music is **more popular than** country music.
- Watching a movie is **more interesting than** studying grammar.

Some adjectives have irregular comparative forms:

Good	Better
Bad	Worse
Far	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.)

2-Adjectives

Superlative Adjective:

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:

ADJECTIVE	SUPERLATIVE
Short words: <ul style="list-style-type: none">• Old• Big• Easy• Friendly	Add -est: <ul style="list-style-type: none">• the oldest• the biggest• the easiest• the friendliest
Long words: <ul style="list-style-type: none">• Beautiful• Expensive	Add “most” or “least”: <ul style="list-style-type: none">• the most/least beautiful• the most/least expensive

Irregular words:	Remember these forms:
<ul style="list-style-type: none">• Good• Bad• Far	<ul style="list-style-type: none">• the best• the worst• the farthest

Examples:

- My grandmother is **the oldest** person in my family.
- Russia is **the biggest** country in the world.

Examples:

1-Comparative 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.

2-Superlative adjectives

1. Among the three companies , company A has **the highest** liquidity ratio.
2. The current fiscal year has **the lowest** debt-to-equity ratio in the past five years.
3. **This** quarter marked **the best** revenue performance in the company's history.
4. Our gross profit margin is **the strongest** it has ever been.



ANY QUESTIONS?