Grammar reference

Co-ordinating conjunctions
These join two parts of a sentence together. These parts (clauses) are similar in both importance and structure, and are grammatically equal. A comma is used to separate longer clauses. You don’t need a comma when clauses are short.

Examples
- Jack likes coffee, **but** Jill likes tea.
- Give me my freedom **or** you will be sorry!
- He likes apples, bananas **and** pears, **but** doesn’t like berries.
- They are kind, **so** when they had extra money in their budget, they donated it to charity.

Memory trick for the super short and common co-ordinating conjunctions - FANBOYS
**For** And **Nor** **But** **Or** **Yet** **So**

Sub-ordinating conjunctions
In complex sentences, these join a subordinate (dependent) clause to a main clause. The dependent clause “depends” on the main clause – it can't exist alone.

Examples
- **Although** she doesn’t like the taste, she ordered a coffee at the cafe.
- **Even though** he had read it three times, he wants to read it again.
- She quickly packed her bag **before** it got too late.
- **Since** the bushfires, I haven’t been able to relax during summer.

The more common subordinating conjunctions: after, although, as, because, before, how, if, since, than, that, until, when, while

Past tense vs Past perfect

<table>
<thead>
<tr>
<th>Past tense</th>
<th>Past perfect</th>
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</thead>
<tbody>
<tr>
<td>When we describe past events exactly in the order they happened.</td>
<td>When we look back from the past moment to an earlier event or experience.</td>
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<tr>
<td>An action in the past that interrupted another action in the past progressive.</td>
<td>An action that began in the past and continued until another past event.</td>
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</tbody>
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**Signal words:** first, then **Signal words:** already, up to then, before then, even though