

Conjunctions and prepositions

Professional Communication – 2TIN

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Conjunctions

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Although – though – even though – in spite of /despite

- After **although** we use a subject + verb
 - Although it rained a lot, we enjoyed our holiday.
- After **in spite of** or **despite**, we use a noun, a pronoun (this/that/what/etc.) or –ing
 - In spite of the rain, we enjoyed our holiday.
- **Despite** is the same as **in spite of**
- **Though** is the same as **although**
- In spoken English we often use **though** at the end of a sentence
 - The house isn't so nice. I like the garden though.
- **Even though** is a stronger form of **although**
 - Even though I was really tired, I couldn't sleep.

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Unless – as long as – provided/providing

- Unless = except if
 - You can't go in **unless** you are a member.
- **As long as/provided/providing** = 'if' or 'on condition that'
 - You can borrow my car **as long as** you promise not to drive too fast.
 - Travelling by car is convenient **provided (that)** you have somewhere to park.
- When you are talking about the future, do not use will after unless/as long as/so long as/provided/providing. Use a present tense
 - I'm not going out **unless** it stops raining

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As

- As = at the same time as
 - We all waved goodbye to Liz **as** she drove away
 - Kate slipped **as** she was getting off the bus.
- As = because
 - **As** I was hungry, I decided to find somewhere to eat.
 - We watched TV all evening **as** we didn't have anything better to do.

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For and during

- We use **for** + a period of time to say how long something goes on
 - Jess is going away for a week in September.
- We use **during** + noun to say when something happens (not how long)
 - I fell asleep during the movie.
- With 'time words' you can usually say **in** or **during**
 - It must have rained **in the night** ... or **during the night**.
- You cannot use **during** to say how long something goes on
 - ~~It rained during three days without stopping.~~

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During and while

- We use during + **noun**
 - I fell asleep **during** the movie.
- We use while + **subject** + **verb**
 - I fell asleep **while** I was watching TV.
- When you are talking about the future, use the present (not will) after while
 - I'm going to Singapore next week. I hope to see some friends of mine **while** I'm there.

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By and until

- **By** = not later than
 - I sent the documents to them today, so they should receive them **by** Monday.
- We use **until** (or **till**) to say how long a situation continues
 - Shall we go now? No, let's wait **until** it stops raining.
- Compare **by** and **until**
 - Something continues until a time in the future
 - Joe will be away **until** Monday.
 - Something happens by a time in the future
 - Joe will be back **by** Monday.

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Prepositions

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At/on/in (time)

At for the time of day

At five o'clock at 11.45 at midnight at lunchtime

On for days and dates

On Friday/on Fridays on 16 May 2020 on my birthday

In for longer periods (e.g. months, years, seasons)

In October in (the) winter in the 18th century in the past

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At/on/in (time)

- 'I'll see you **in the morning**,' versus 'I'll see you **on Friday morning**.'
- 'Do you work **in the evenings**?' versus 'Do you work **on Saturday evenings**?'

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'On time' and 'in time' / 'At the end' and 'in the end'

- On time = punctual, not late
 - The 11.45 train left **on time**.
- In time (for something/to do something) = soon enough
 - Will you be home **in time** for dinner?
- At the end (of something) = at the time when something ends
 - **At the end** of the concert, everyone applauded.
- In the end = finally
 - We had a lot of problems with our car. We sold it **in the end**.

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In/at/on (position)

In	In a room in a building in a box in a garden in a town/country in the city centre in a pool in the sea in a river
At	At the bus stop at the door at the roundabout at reception
On	On the wall on the ceiling on the door on the floor on the table on her nose on a page on an island

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In/at/on (position)

In	In a line/in a row/in a queue in bed in the sky/in the world In the country/in the countryside in an office/in a department In a picture/in a photo/in a photograph In a book/in a paper/in a magazine/in a letter
On	On the left/on the right on the left-hand side/on the right-hand side On the ground floor/on the first floor/on the second floor etc. On a map/on a menu/on a list On a farm ! We say that a place is on a river/on the coast E.g. Budapest is on the river Danube.
At	At the top (of) At the bottom (of) At the end (of)

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In/at/on (position)

In	In hospital/in prison/in jail In a car/in a taxi
On	On a bus/on a train/on a plane/on a ship/on a bike/ on a motorbike/on a horse
At	at work/at school/at university/at college

- We normally use 'in' with cities, towns and villages
 - The Louvre is a famous museum in Paris.
- We use at when we think of the place as a point or station on a journey
 - Does this train stop at Oxford?

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In/at/on (other uses)

In	In the rain/in the sun/in the shade/in the dark/in bad weather In my opinion Write in ink/in pen/in pencil
On	On TV/on television/on the radio On the phone On strike On a diet On fire On the whole (= in general) On holiday/on a trip
At	At the age of ... At 120 miles an hour At 100 degrees

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By

- We use 'by' in many expressions to say how we do something
 - Send something **by** post/contact somebody **by** phone
 - But we say **pay cash** or **pay in cash** (not by cash)
- We use 'by' to say how somebody travels
 - **By** car/**by** train/**by** plane/**by** boat/**by** ship/**by** bus/**by** bike/**by** air/**by** sea/...
 - But we say 'on foot'
 - 'In' for cars and taxis: They didn't come **in** their car. They came **in** a taxi
 - We use 'on' for bikes and public transport
 - We travelled **on** the 6.45 train

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By

- We say a play **by** Shakespeare/a painting **by** Rembrandt/a novel **by** Tolstoy
- 'By' also means 'next to/beside'
 - Come and **sit** by me. (= next to me)
 - Where's the light switch? **By** the door.
- Describing trends
 - Clare's salary has just gone up from £2,500 a month to £2,750. So it has increased **by** £250.

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Noun + preposition

Noun + for	<p>A demand for/a need for</p> <ul style="list-style-type: none"> The company closed down because there wasn't enough demand for its product. <p>A reason for</p> <ul style="list-style-type: none"> The train was late, but nobody knew the reason for the delay.
Noun + of	<p>An advantage/a disadvantage of</p> <ul style="list-style-type: none"> The advantage of living alone is that you can do what you like. <p>! There is an advantage in doing something</p> <p>A cause of</p> <ul style="list-style-type: none"> The cause of the explosion is unknown <p>A picture/a photo/a photograph/a map/a plan/a drawing of</p> <ul style="list-style-type: none"> Tom showed me pictures of his family,
Noun + in	<p>An increase/a decrease/a rise/a fall in</p> <ul style="list-style-type: none"> There has been an increase in the number of road accidents recently.

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Noun + preposition

Noun + to	<p>Damage to</p> <ul style="list-style-type: none"> The accident was my fault, so I had to pay for the damage to the other car. <p>An invitation to</p> <ul style="list-style-type: none"> Did you get an invitation to the party? <p>A solution to/a key to/an answer to/a reply to/...</p> <ul style="list-style-type: none"> I hope we find a solution to the problem <p>An attitude to</p> <ul style="list-style-type: none"> His attitude to his job is very negative.
Noun + with/between	<p>A relationship/a connection/contact with</p> <ul style="list-style-type: none"> Do you have a good relationship with your parents? <p>BUT a relationship/a connection/a difference BETWEEN two things</p> <ul style="list-style-type: none"> The police believe that there is no connection between the two crimes.

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Adjective + preposition

- It was nice **of** you to
 - Kind/good/generous/polite/stupid/silly/...
- Be nice **to** somebody
 - Kind/good/generous/polite/rude/friendly/cruel

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Adjective + preposition

Adjective + about/with	<ul style="list-style-type: none"> • Angry/annoyed/furious/upset <ul style="list-style-type: none"> • about something • with somebody for doing something • Excited/worried/nervous/happy etc. about a situation • Pleased/satisfied/happy/delighted/disappointed with something you receive, or the result of something
Adjective + at/by/with/of	<ul style="list-style-type: none"> • Surprised/shocked/amazed/astonished/upset at or by something • Impressed with or by somebody/something • Fed up/bored with something • Tired/sick of something

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Adjective + of	<ul style="list-style-type: none"> Afraid/frightened/terrified/scared of Fond/proud/ashamed/jealous/envious of Suspicious/critical/tolerant of Aware/conscious of Capable/incapable of Full/short of Typical of Certain/sure of or about
Adjective + at/to/from/in/on/with/for	<ul style="list-style-type: none"> Good/bad/brilliant/better/hopeless at Married/engaged to Similar to Different from or different to Interested in Keen on Dependent on <-> independent of Crowded with Famous for Responsible for

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Verb + preposition (to and at)

Verb + to	<ul style="list-style-type: none"> Talk/speak to somebody Listen to Apologise to somebody (for ...) Explain something to somebody Explain/describe (to somebody) what/how/why
Verbs without to	<ul style="list-style-type: none"> Phone/call/email/text somebody Answer somebody/something <-> reply to an email Ask somebody Thank somebody (for something)
Verb + at	<ul style="list-style-type: none"> Look/stare/glance at Laugh at Aim/point (something) at // shoot/fire (a gun) at

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Verb + preposition (to and at)

- Some verbs can be followed by 'at' or 'to' with a difference in meaning

He got very angry and started shouting at me. (when you are angry)	He shouted to me from the other side of the street. (so that they can hear you)
Somebody threw an egg at the minister. (in order to hit them)	Lisa shouted 'catch!' and threw the keys to me from the window. (for somebody to catch)

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Verb + preposition (about/for/of/after)

Verb + about	<ul style="list-style-type: none"> Talk/read/know about Tell somebody about Have a discussion about something <-> discuss something Do something about something = do something to improve a bad situation
Verb + for	<ul style="list-style-type: none"> Ask (somebody) for Apply for a job/apply to a company Wait for Search (a person/place/bag etc.) for Leave (a place) for another place
Care about/care for/take care of	<ul style="list-style-type: none"> Care about somebody/something = think that somebody/something is important Care for somebody/something <ul style="list-style-type: none"> Like something (in negative sentences) <ul style="list-style-type: none"> I don't care for very hot weather. Look after somebody <ul style="list-style-type: none"> Alan needs someone to care for him.

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Verb + preposition (about/for/of/after)

Care about/care for/take care of	<ul style="list-style-type: none"> Take care of = look after, keep safe, take responsibility for <ul style="list-style-type: none"> I'll take care of the travel arrangements
Look for and look after	<ul style="list-style-type: none"> Look for = search for, try to find <ul style="list-style-type: none"> I've lost my keys. Can you help me to look for them? Look after = take care of, keep safe or in good condition <ul style="list-style-type: none"> Alan needs someone to look after him.

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Verb + preposition (about and of)

hear	<ul style="list-style-type: none"> Hear about = be told about something <ul style="list-style-type: none"> Did you hear about the fire at the hotel yesterday? Hear of = know that somebody/something exists <ul style="list-style-type: none"> Who is Tom Hart? I have no idea. I've never heard of him. Hear from = be in contact with somebody <ul style="list-style-type: none"> Have you heard from Jane recently?
think	<ul style="list-style-type: none"> Think about something = you consider it, you concentrate your mind on it Think of something = the idea comes to your mind Think of = when we ask or give an opinion Think about + of = possible future actions

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Verb + preposition (about and of)

dream	<ul style="list-style-type: none"> Dream about = when you are asleep <ul style="list-style-type: none"> I dreamt about you last night. Dream of or about being something/doing something = imagine <ul style="list-style-type: none"> Do you dream of (or about) being rich and famous? I wouldn't dream of doing something = I would never do it <ul style="list-style-type: none"> Don't tell anyone what I said. I wouldn't dream of it.
complaint	<ul style="list-style-type: none"> Complain (to somebody) about = say that you are not satisfied <ul style="list-style-type: none"> We complained to the manager of the restaurant about the food. Complain of a pain, an illness etc. = say that you have a pain <ul style="list-style-type: none"> We called the doctor because George was complaining of a pain in his stomach.

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Verb + preposition (about and of)

remind	<ul style="list-style-type: none"> Remind somebody about = tell somebody not to forget <ul style="list-style-type: none"> I'm glad you reminded me about the meeting. Remind somebody of = cause somebody to remember <ul style="list-style-type: none"> This house reminds me of the one I lived in when I was a child.
warn	<ul style="list-style-type: none"> Warn somebody about a person or thing which is bad, dangerous, unusual, etc. <ul style="list-style-type: none"> I knew he was a strange person. I had been warned about him. Warn somebody about or of a danger, something bad which might happen later <ul style="list-style-type: none"> Scientists have warned us about (or of) the effects of climate change.

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Verb + preposition (of/for/from/on)

Verb + of	<ul style="list-style-type: none"> • Accuse/suspect somebody of • Approve/disprove of • Die of or from an illness • Consist of
Verb + for	<ul style="list-style-type: none"> • Pay (somebody) for <ul style="list-style-type: none"> • But pay a bill/a fine/a fee/tax/rent/... • Thank/forgive somebody for • Apologise (to somebody) for • Blame somebody/something for • Blame (a problem) on ... <ul style="list-style-type: none"> • Don't blame it on me
Verb + from	<ul style="list-style-type: none"> • Suffer from an illness • Protect somebody/something from

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Verb + preposition (of/for/from/on)

Verb + on	<ul style="list-style-type: none"> • Depend/rely on <ul style="list-style-type: none"> • You can use depend + when/where/how etc. with or without on • Live on money/food • Congratulate/compliment somebody on
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Verb + preposition (in/into/with/to/on)

Verb + in	<ul style="list-style-type: none"> Believe in <ul style="list-style-type: none"> BUT believe something (=believe it's true), believe somebody (=believe they are telling the truth) Specialise in Succeed in
Verb + into	<ul style="list-style-type: none"> Break into Crash/drive/bump/run into Divide/cut/split something into two or more parts Translate a book etc. from one language into another
Verb + with	<ul style="list-style-type: none"> Collide with Fill something with Provide/supply somebody with

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Verb + preposition (in/into/with/to/on)

Verb + to	<ul style="list-style-type: none"> Happen to Invite somebody to a party/a wedding Prefer one thing/person to another
Verb + on	<ul style="list-style-type: none"> Concentrate on Insist on Spend money on

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