

Imparfait:

- tell how things were
- used to ... : an action that used to happen, but is not happening anymore.
- être is most often conjugated in the imparfait, seldom in passé composé
- give background information: tell how things were,
 - was ... -ing / were ...-ing
- repetition: tous les jours, souvent, etc.

Passé Composé:

- say what happened, what someone did in a set period of time.
- describe the action
- one time event (no repetition)
- une fois, un jour, à ce moment là, soudain, heureusement, d'abord, ensuite, après, finalement, enfin, etc.