

CLAUSES AND LINKING WORDS

If we have two short sentences, 'I was tired' and 'I went to bed', we can join them by using 'so'. They become 'I was tired, *so* I went to bed'. Adding 'so' to the second sentence means that it is not now a sentence on its own. It becomes a *dependent* or *subordinate clause*, and the first sentence now becomes the *main clause*. The main clause can continue to be a sentence on its own, and it is not important if it is short or long.

The vocabulary point connected to this grammar is that there are very many linking words which cannot correctly replace 'so' in this example. See the explanations of linking words below.

CLAUSES

Clauses contain a verb, and are either the main part of a sentence, or the dependent (subordinate) part. The two parts are connected by linking words:

I was very happy because I had passed my exam.

'I was very happy' contains the main verb. It could form a short sentence on its own. The dependent clause is '*because I had passed my exam*'.

Some linking words are used with clauses and others are used before nouns:

We stopped playing tennis **because it was raining / because of the rain.**

I like living here **although it is noisy / despite the noise.**

They arrived **while we were having dinner / during dinner.**

Here are two more examples of linking clauses:

We'll go swimming **when we arrive at the lake.**

The building will reopen **as soon as they've finished decorating.**

Notice that the verbs in the dependent clauses after the linking words do **not** use 'will'.

TYPES OF CLAUSES

Noun clauses are usually easy to identify and understand. They replace, or can be replaced by, a noun.

What she said amazed me.

I didn't like *the way you said that*.

Adjective clauses, like adjectives, give additional information about a noun.

Here's the restaurant (*that*) *I was telling you about*.

The village *where I grew up* has a website.

Adverb clauses may be more difficult to identify, but they are often associated with time conjunctions and prepositions, or the linking words in the list below.

I'll call you *before I leave town*.

We won't stop *unless you want a break*.

LINKING CLAUSES WITH 'EVER'

Adding '-ever' to words like 'who', 'what', 'where' etc. creates an idea similar to 'anyone', 'anything', 'anywhere' etc. Clauses are often linked by '-ever' words:

Whoever told you that doesn't know what he's talking about.

Drop in and see me *whenever you want*.

However you look at it, it's a strange decision.

SOME SIMPLE LINKING WORDS

AS gives a reason why, and is similar to 'because':

*I'll send you my notes, **as** I can't be there personally.*

It can also refer to time, with a meaning similar to 'while':

*Grandma bumped her knee **as** she was getting in the car.*

AS LONG AS means 'if a condition is true':

*You'll be on time **as long as** you get the next train.*

DESPITE and **IN SPITE OF** are used in exactly the same way:

*It was a good holiday **despite/in spite of** the weather.*

*She passed the interview **despite/in spite of** being nervous.*

EVEN IF is about the present or future, something which *may* happen or be true:

*It'll be nice to go to the cinema, **even if** it's not a good film.*

'Even if' is also used for things which *did not* happen in the past:

***Even if** I'd taken your advice, it wouldn't have made any difference.*

EVEN THOUGH is about the past or present, something which happened, was or is true:

*It was the right answer, **even though** we didn't know how we'd found it.*

*He loves children really, **even though** he doesn't show it.*

PROVIDED/PROVIDING (THAT) is used like 'as long as':

*We'll eat outside, **provided** the weather stays nice.*

SINCE is used like 'as' (see above):

***Since** it's taken us so long to get this far, we should carry on.*

(Note that this use of 'since' is not connected with time.)

SO is about a consequence or a reason for doing something:

*The last bus had gone, **so** we had to walk.*

*It's a beautiful island, **so** I'll take my camera.*

SO THAT often explains a purpose, like '(in order) to':

*I moved nearer to work, **so that** I would have less travelling time.*

'So that' can also describe a result:

*We forgot to take an umbrella, **so that** we were soaked after ten minutes.*

UNLESS means 'if something is *not* true':

*You won't get that job **unless** you improve your English.*

WHILE can have a similar meaning to 'although':

***While** I agree with most of the plan, I have some reservations.*

'While' can also suggest 'compared with' or 'and, in addition':

***While** he sits in the office all day, I go out and work.*

*Transport will be improved, **while** there's also a plan to attract more businesses to the area.*

Exercise 1

Complete the sentences with the correct words.

1.

It was a good holiday, it was much too short.

- a) despite
- b) moreover
- c) although

2.

I enjoyed the party, being so tired.

- a) although
- b) despite
- c) even if

3.

Flights were delayed the thick fog covering the airport.

- a) because
- b) because of
- c) even though

4.

The weather forecast is for snow, we'd better be prepared.

- a) so
- b) so as
- c) as

5.

It started to rain at lunchtime yesterday, just we were putting up the tent.

- a) as long as
- b) whenever
- c) as

6.

The area was quickly evacuated, the danger was minimal.

- a) even if
- b) even though
- c) whereas

7.

You'll do fine in the test you're not too nervous.

- a) unless
- b) provided that
- c) so that

8.

I'll write the number down, I don't lose it.

- a) provided that
- b) as long as
- c) so that

9.

The company maintains its traditional values, it has adapted to changing markets.

- a) even
- b) whereas
- c) although

10.

..... advertisers put more resources into digital advertising, social media will continue to grow.

- a) As
- b) That
- c) So that

Exercise 2

Complete the sentences with the correct words.

1.

The exhibition summarizes fashion has changed over the last 50 years.

- a) Ø
- b) how
- c) that

2.

The first part of the project is we call the 'trial and error' stage.

- a) which
- b) what
- c) that

3.

There are several people in the department could soon be promoted.

- a) who
- b) they
- c) and that

4.

We can go ahead with the project, and there is no reason we shouldn't.

- a) why
- b) that
- c) for which

5.

The summary needs a lot of revision, it contains many good points.

- a) even
- b) whereas
- c) although

6.

We are happy for you to show us your ideas can contribute to our development.

- a) as
- b) how
- c) this

7.

In an industry there are very many traditions, it is good to see something new.

- a) where
- b) which
- c) that

8.

We can definitely meet as we arranged, but only for about an hour, is a pity.

- a) this
- b) that
- c) which

9.

In spite of a warm welcome, the upgrade has not yet convinced consumers.

- a) Ø
- b) there was
- c) it received

10.

We could make a profit now we did not have to repay our investors.

- a) if
- b) even if
- c) unless

Exercise 3

Complete the sentences with the correct words.

1.

..... there was initial criticism, the product has established itself in the market.

- a) Despite
- b) Although
- c) Even

2.

Many advertisers believe in digital advertising, a few remain skeptical.

- a) while
- b) however
- c) that

3.

Valued at \$10 billion five years ago, was then considered an enormous amount, the company is now worth \$25 billion.

- a) Ø
- b) which
- c) what

4.

The new plant will provide jobs, the company increases its investment.

- a) as
- b) that
- c) so that

5.

..... Ms Nakata arrived in the department, she already had an excellent reputation.

- a) Since
- b) During
- c) When

6.

We have an advantage over our competitors, need to upgrade their services.

- a) which
- b) they
- c) that they

7.

..... Mr Stephens often arrives late, he always gets the work done on time.

- a) Yet
- b) However
- c) Though

8.

..... you had mentioned it, I could have dropped you off at the airport.

- a) If
- b) Even if
- c) Unless

9.

We're moving to a district across town there are better transport facilities.

- a) where
- b) that
- c) and

10.

We are investing in e-commerce, our customers can make their purchases with just a click.

- a) which
- b) that
- c) so that

a forecast – a prediction about the future

advertisers – professionals working in the advertising business

an upgrade – a new, better version of a product or service

to drop someone off – to drive someone to a convenient place

purchases – things which are bought

RELATIVE PRONOUNS AND RELATIVE CLAUSES

In questions, the words 'who' and 'which' should not cause problems. *Who gave you that? Which one do you want?* In other contexts, however, there can be confusion between the two words. The simplest rule is to use 'who' for humans and 'which' for everything else, including companies, even though they consist of humans. (Also, be sure to spell 'which' correctly.)

There are a few other *relative pronouns* to consider. You will meet 'whose' and 'whom' in the exercises below, and will have to decide if you can put 'that' or even nothing at all* in the place of 'who'.

It's important to look at how each sentence uses commas, if it has any. As you are reading this, and not hearing it, the commas take the place of the pauses and intonation which make everything clear when we speak.

* The symbol for omitting the relative pronoun is Ø, meaning 'nothing'. Read the instruction for the first exercise **carefully**.

RELATIVE PRONOUNS

WHO is used for people:

- to define the subject of a sentence

*The assistant **who** served me was very friendly.*

- to define the object of a sentence in spoken English

*I met a friend **who** I hadn't seen for years.*

WHICH is used for all other things:

*It's a company **which** has expanded rapidly.*

*The dog **which** bit me was an Alsatian.*

*Sleeping is something **which** I've never had a problem with.*

THAT can replace **WHO** or **WHICH** in all the example sentences above, and is probably more common.

Ø (meaning 'nothing') can replace **WHO**, **WHICH** and **THAT** when they define the object of a sentence:

I met a friend I hadn't seen for years.

Sleeping is something I've never had a problem with.

WHOSE indicates possession:

- for people

*They're the people **whose** house was burgled.*

- for other things

*The Sumatran tiger is an animal **whose** natural habitat is disappearing.*

*Los Angeles is a city **whose** suburbs stretch for miles.*

WHOM is used to define the object of a sentence, but is formal and not used much in speech:

*I met a friend **whom** I hadn't seen for years.*

'Whom' is often used, even in speech, instead of 'who' after prepositions:

*That's the person **to whom** I gave my money.*

However, it is much more common to say:

That's the person I gave my money to.

RELATIVE CLAUSES

There are two types:

- defining

*The people **who** arrived early got the best seats.*

- non-defining

*Julie, **who** hadn't spoken all night, suddenly interrupted him.*

The difference between the types is visible in writing. Non-defining clauses give additional information, and are introduced by commas.

THAT cannot be used after commas in non-defining clauses:

Wrong: *She's open to new ideas, **that** is what I like about her.*

Right: *She's open to new ideas, **which** is what I like about her.*

Sometimes the choice of a defining or non-defining clause is just a nuance. Adding a comma before 'which' in the following sentence would not change much:

*I have a winter coat **which** I've worn just once.*

REDUCED CLAUSES

Often, a clause is hidden between a noun and a following verb form or adjective. The clause is 'reduced':

These are pictures taken on holiday last year.

... pictures **which** / **that** were taken.

I'll talk to the people concerned.

... people **who** are concerned.

We have a few more places available.

... places **which** / **that** are available.

Exercise 1

For each sentence, decide the ONE option which is NOT correct.

1.

She took a decision changed her life.

- a) Ø
- b) which
- c) that

2.

Bats are the only mammals have the ability to fly.

- a) who
- b) which
- c) that

3.

She's the girl I share an apartment with.

- a) Ø
- b) which
- c) who

4.

I work for a company makes electronic components.

- a) who
- b) which
- c) that

5.

It's Mr Turner responsible for the office supplies.

- a) who's
- b) whose
- c) that's

6.

The professor has just retired.

- a) under whom I studied
- b) which I studied under
- c) I studied under

7.

She won't eat anything hasn't got an organic label on it.

- a) Ø
- b) that
- c) which

8.

Can all those want to come please raise your hands?

- a) Ø
- b) that
- c) who

9.

I've put down a new carpet makes the room warmer.

- a) that
- b) it
- c) which

10.

It was the owner decided to give all the employees the day off.

- a) Ø
- b) that
- c) who

Exercise 2

Which is the correct way to complete the sentences?

1.

Last summer was a season during there were record temperatures.

- a) Ø
- b) which
- c) that

2.

Ms Johnson, has been with the company for six years, is taking up a post abroad.

- a) Ø
- b) who
- c) that

3.

Sales, reached a peak in the summer, fell slightly in the last quarter.

- a) Ø
- b) that
- c) which

4.

There is something special about the Lakeside Resort will make you want to return.

- a) that
- b) Ø
- c) it

5.

There is a demand for the skilled jobs are required in the new economy.

- a) Ø
- b) that
- c) whose

6.

Newtown is a city excellent facilities and nightlife make it an attractive place to live.

- a) which
- b) whose
- c) who's

7.

Many young people are now leaving the city say that it is too crowded and expensive.

- a) Ø
- b) they
- c) who

8.

The resort, attracted 25 per cent more tourists last year, has become a popular destination.

- a) Ø
- b) whose
- c) which

9.

A well-known expression in a formal letter or email is "To it may concern".

- a) who
- b) whom
- c) whose

10.

The new colleagues I've met have all been very friendly.

- a) Ø
- b) which
- c) whose