1. The present and past participle

A 'defining relative clause' may be shortened by substituting the relative pronoun and verb with the present or past participle.

Defining clauses with an[active verb](https://portal.speexx.com/articles/7772498/standard-packet/7305/exercise/1#609619) are replaced by a [present participle](https://portal.speexx.com/articles/7772498/standard-packet/7305/exercise/1#611109).  
Passengers **who fly** with American Airlines get good service.  
Passengers **flying** with American Airlines get good service.

Defining clauses with a[passive verb](https://portal.speexx.com/articles/7772498/standard-packet/7305/exercise/1#609619) are replaced by a [past participle](https://portal.speexx.com/articles/7772498/standard-packet/7305/exercise/1#613118).  
The letters **which were sent** yesterday have arrived.  
The letters **sent** yesterday have arrived