**I. a) Punctuate the following paragraph to mean that Doris loves Boris**

Dear Boris,

I want a man who knows what love is all about. You are generous, kind and thoughtful. People who are not like you admit to being useless and inferior. You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we are apart. I can be forever happy – will you let me be yours?

Doris.

**b) Punctuate the following paragraph to mean that Doris hates Boris.**

Dear Boris,

I want a man who knows what love is. All about you are generous, kind, and thoughtful people, who are not like you. Admit to being useless and inferior. You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we are apart, I can be forever happy. Will you let me be?

Yours,  
Doris.

**II. Punctuate defining and non-defining relative clauses.**

1. My aunt, who has been a widow for twenty years, loves travelling.
2. My friend Andrew, who is Scottish, plays the bagpipes.
3. I don’t know why we are arguing.
4. Tell me when you expect to arrive.
5. The hotel where we stayed was excellent.
6. We go walking on Mondays, when the rest of the world is working.
7. He works in Oxford, where my sister lives.
8. She arrived on time, which amazed everybody.
9. The flat where I live is on the top floor.
10. Isabelle, to whom Peter was engaged, applied for a job which would entail her moving to Holland, where the new company was based.
11. He gambled away all his money, which I thought was ridiculous.
12. Brian and Lynn are the Americans who own the little restaurant on Bridge Street.
13. He talked about theories of market forces, which I’d never heard of.
14. I’ll lend you the book that changed my life.
15. Paul Jennings, who I knew at university, addressed the meeting.
16. His last book, which I couldn’t understand at all, has been a great success.
17. The only thing that will help you is rest.
18. Give me something that’ll take away the pain.
19. Joanne Rowling, who has written several books, addressed the meeting.
20. The coffee machine isn’t working, which means we can’t have any coffee.