

relative clause

A relative clause gives information about something or somebody. Relative clauses often begin with relative pronouns (*who, whom, whose, which, that*):

An architect is a person who designs buildings.

Grace works for a company that makes furniture.

See Units 92–96.

relative pronoun see relative clause

sentence

A sentence has one or more **clauses**.

My phone rang. (one clause)

My phone rang, so I answered it. (two clauses)

If my phone rings, can you answer it for me, please? (two clauses)

A sentence begins with a capital letter (A, B, C etc.) and ends with a full stop (.).

short form (or contraction)

In spoken English, we usually say *I'm / you've / didn't* etc. These are short forms or contractions. The full forms are *I am / you have / did not*.

When we write short forms, we use an apostrophe (') for the missing letters.

See Appendix 5.

singular and plural

A singular form is used for one person or thing. For example: *flower, school, child*.

A plural form is used for more than one person or thing. For example: *flowers, schools, children*.

Verbs sometimes have different forms for singular and plural. For example:

*Where **does she** live?* (singular)

*Where **do they** live?* (plural)

See Units 71 and 79.

subject and object

In the following sentences, *Tom* is the subject:

Tom is eating an apple.

Tom saw Helen.

Tom plays football.

After the subject, there is a verb (*is eating, saw, plays*) and an object (*an apple, Helen, football*).

The object is what he's eating, who he saw, what he plays.

The subject normally goes before the verb (*Tom is eating*), and the object goes after the verb (*eating an apple*). In questions, the verb usually goes before the subject – see Unit 49A.

Some verbs (for example *give, show, buy*) can have two objects. For example:

Helen bought her mother a present.

Her mother is the indirect object (= the receiver) and *a present* is the direct object (what Helen bought).

See Units 42, 44A, 46B, 49, 55, 93, 94B, 95B and 137C.