

Defining relative clauses: specify a noun or pronoun in the main clause and are necessary if we want to understand the meaning of a sentence.

- *I saw the girl **who** was outside our house.*
- *They wanted the picture **that** cost two pounds.*

These relative clauses specify the objects of the main clauses. If we omit them, it is not clear what girl or picture we are talking about. The defining relative clauses follow after the relative pronouns *who*, *which*, *that*, *whose* and *whom*. We do not write them with commas.

Use of the relative pronouns

Who for persons (and pet animals): • *The man **who** called you has just arrived.*

Which for things: • *This is the book **which** I wanted.*

That for persons and things: • *Are you the boy **that** lives next door?*
• *Can you see the tree **that** has no leaves?*

The relative pronoun **that** is less formal than *who* or *which* (...and is used in **defining relative clauses only**).

Whose is a possessive pronoun for people and things:

- *It is a story about a boy **whose** parents got divorced.*
- *The river **whose** bridge is in front of us is called the Cam.*

Whom is the object of a verb: • *The man **whom** I met yesterday...*

Whom is very formal. In spoken English **who** or **that** are much more common.

- *The man **who** I met ... The man **that** I met...*

We can also leave out the pronoun. It is the most usual form. *The man I met...*

If the subject in the main clause is different from the subject in the defining relative clause, we normally leave out the relative pronoun.

- *The student you saw in Oxford is my neighbour.* (the subjects are the *student* and *you*)
- *The bike she borrowed belongs to me.* (the subjects are the *bike* and *she*)

BE CAREFUL

If the subject in the main clause and the relative clause is the same, we cannot omit the pronoun, because it becomes the subject of the relative clause.

- *The driver **who** took you to school is from York.*
- *The pen **that** is on the desk is new.*

There is only one subject in each sentence - the *driver* and the *pen*.

If we leave out the subject, it will not be clear what we mean.

- *The driver took you to school is from York.* (this sentence does not make any sense)

Relative pronouns with prepositions

We use the relative pronouns with prepositions as follows.

- *The man I got it from...*
- *The man **who/that** I got it from...*
- *The man from **whom** I got it...*

(This last sentence is not very common in spoken English as it is quite formal)

Key Word Sentence Transformations (Relative Pronouns)

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For each of the sentences below (1 - 15), complete the second sentence so that it has a similar meaning to the first sentence(s), using the word given for that sentence. **DO NOT CHANGE** the word given. You must use between two (2) and five (5) words, including the word given.

- (1) A friend of mine owns four Mercedes. WHO
I have _____ four Mercedes.
- (2) We had this room redecorated last year. WHICH
This _____ we had decorated last year.
- (3) My cat just sleeps in front of the fire all day. THAT
I have _____ sleeps in front of the fire all day.
- (4) Queen Victoria was born in the year 1819. WHEN
1819 _____ Queen Victoria was born.
- (5) Both of her brothers are in the Navy. WHO
She has _____ in the Navy.
- (6) I have a great deal of respect for Susie, so I asked her. WHOM*
I asked Susie, _____ a great deal of respect.
- (7) That man's dog bit me! WHOSE
That's the man _____ me!
- (8) You said many rude words in the lesson. It was totally inappropriate to say those words. WHICH
You said many rude words in the lesson , _____.
- (9) Whose fault was the fire at the factory? BLAME
Does anyone know _____ the fire at the factory?
- (10) She won the competition. I found that surprising. WHICH
She won the competition , _____.
- (11) She has two watches. She bought one of them in Paris. The one is faulty. THAT
The watch _____ is faulty.
- (12) Carol decided to leave our town. Her daughter had been killed. WHOSE
Carol, _____ , decided to leave our town.
- (13) All visitor to the museum are asked to sign the visitors book. VISITS
Everyone _____ asked to sign the visitors book.
- (14) A girl was injured in the accident. She is now in hospital. WHO
The girl _____ accident is now in hospital.
- (15) That is the swimming-pool. I swam there when I was younger. WHERE
That is the swimming-pool _____ swimming

**NOTE: "Whom" will NOT be tested on the B2 WRITTEN EXAM.*

FURTHER NOTE:

On the B2 WRITTEN EXAM there will be NO PUNCTUATION REQUIRED on any Key Word Sentence Transformation exercise – if punctuation is added, it will VERY LIKELY change the meaning and therefore be marked INCORRECT.

ADVICE: NEVER include punctuation in the Key Word Sentence Transformation answers.

Relative Pronouns - Letter of Complaint

Look at this letter of complaint that Daniel writes to the owner of a hotel company. For each space (1 - 18), choose the option(s) (a, b, c or d) which are correct – SOMETIMES MORE THAN ONE IS POSSIBLE.

Dear Mr. Jeffries,

I would like to complain about the hotel **(1)** _____ I stayed last week, one of your company's hotels. I spent nearly \$200 on the hotel **(2)** _____ I assumed would guarantee me some level of quality. That is a mistake **(3)** _____ I will not be making again.

This was going to be a second honeymoon for my wife and I **(4)** _____ I think you can understand the importance of. The first problem **(5)** _____ we encountered was finding the place. The address given on your website **(6)** _____ I found confusing and out-of-date, was incorrect. I asked someone **(7)** _____ told me there were always tourists **(8)** _____ were lost in the area. Please correct the address immediately to prevent other situations such as that **(9)** _____ we suffered.

On arriving at the hotel **(10)** _____ had taken more than an hour, we were informed **(11)** _____ we did not have a reservation. Another twenty minutes passed before the receptionist **(12)** _____ name I cannot recall, found our e-mail and told us **(13)** _____ "there was an administrative error" by **(14)** _____ I presume she meant "the hotel is run like a circus".

We were finally shown to the room **(15)** _____ we were to stay in. It was cold and there was a wind coming under the door **(16)** _____ all made my wife feel very upset.

I would like at the very least a refund of the money **(17)** _____ we spent so foolishly by staying in your hotel. I would also appreciate an honest explanation of why we were forced to tolerate such treatment during a stay **(18)** _____ was supposed to be relaxing.

Regards,

Daniel Marston

- | | | | | |
|-------------|-------------|------------|------------|------------|
| (1) | a) in which | b) which | c) that | d) where |
| (2) | a) that | b) which | c) , which | d) , where |
| (3) | a) --- | b) , which | c) that | d) which |
| (4) | a) that | b) , which | c) what | d) why |
| (5) | a) --- | b) , which | c) that | d) which |
| (6) | a) , which | b) which | c) that | d) --- |
| (7) | a) , who | b) who | c) that | d) , which |
| (8) | a) , who | b) who | c) that | d) , which |
| (9) | a) that | b) what | c) where | d) which |
| (10) | a) , which | b) which | c) what | d) , that |
| (11) | a) --- | b) where | c) why | d) that |
| (12) | a) whose | b) --- | c) that | d) , whose |
| (13) | a) why | b) --- | c) that | d) when |
| (14) | a) which | b) that | c) what | d) , which |
| (15) | a) which | b) that | c) where | d) what |
| (16) | a) --- | b) that | c) , which | d) , who |
| (17) | a) --- | b) what | c) when | d) that |
| (18) | a) --- | b) which | c) where | d) that |

Preposition Practice (from the materials on pages 1 - 5):

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Complete the following sentences by filling in the blank spaces (1 - 24) with the proper preposition. Use only one word for each blank space.

- 1) We were just talking _____ Simon's new girlfriend.
- 2) No adapter plate is used _____ this coupling.
- 3) There were two unconfirmed sightings of UFOs _____ the area.
- 4) The object _____ the game is to improve children's math skills.
- 5) In a message posted _____ their website, the band said they were devastated by Mr Johnson's death.
- 6) We arrived _____ the airport, checked our baggage and wandered around the gift shops.
- 7) Let's go for a walk instead _____ playing video games.
- 8) This is the identical room we stayed _____ last year.
- 9) If you're at all dissatisfied, simply return your order within 30 days of purchase for a refund _____ the unit price.
- 10) Anna was born _____ 1923 in Ardwick, a suburb of Manchester.
- 11) The winners are _____ follows - Woods, Smith and Cassidy.
- 12) Articles for the press should be written _____ double spacing and wide margins.
- 13) My dad was _____ the army, so we moved around a lot.
- 14) I have great respect _____ his ideas, although I don't agree with them.
- 15) Can you tell the meaning _____ this word from its context?
- 16) No artificial sweeteners are used _____ this product.
- 17) When you tell stories about yourself, you usually leave _____ the parts are unflattering or embarrassing.
- 18) This painting is typical _____ his early work.
- 19) Instead _____ complaining _____ what's wrong, be grateful for what's right.
- 20) Instead _____ spending money _____ personal things, invest in professional things that make you smarter, skilled and more self-aware.
- 21) Many _____ us may be eating food containing GM ingredients without realizing it.
- 22) I recognize you...we went _____ the same high school.
- 23) Our neighbors usually watch our dog when we go _____ vacation.
- 24) Investigative journalism presupposes some level _____ investigation.

Vocabulary Practice (selected vocab from the materials on pages 1 - 5):**[Page 7]**

Complete the following sentences (1 - 25) by filling in the blank spaces with **the proper form of the word given for that sentence.**

You may use ONLY ONE word per blank space: DO NOT add any words [e.g. prepositions].

- 1) ADMINISTRATIVE In order to _____ effectively, the colonial powers were interested in establishing communities with clearly defined rulers.
- 2) ARRIVE His _____ brought complete silence to the room.
- 3) CAREFUL A _____ mistake cost the company millions of dollars.
- 4) CELEBRATE There were lively New Year _____ all over town.
- 5) COMPETITION Though she's almost 40, she still plans to _____ in the upcoming event.
- 6) DONATE Would you like to make a _____ to our charity appeal?
- 7) FOOL His _____ behaviour may jeopardize his whole future.
- 8) HOSPITAL Several students were _____ as a result of injuries suffered during the protest.
- 9) IMPORTANT The report emphasizes the _____ of improving safety standards.
- 10) INJURY A bomb exploded at the embassy, _____ several people.
- 11) LEAVE Air travellers were _____ stranded because of icy conditions.
- 12) MEMORY I haven't seen them since that _____ evening when the boat capsized.
- 13) NECESSARY The vaccination doesn't _____ make you completely immune.
- 14) POSSESSIVE I'm afraid he doesn't _____ a sense of humour.
- 15) PREFER Staying at home is certainly _____ to going out with someone you don't like.
- 16) PREPARE The team blamed injuries and lack of _____ for their failure to win.
- 17) PREVENT Doctors are aiming to concentrate more on _____ than cure.
- 18) RELATIVE Researchers are trying to _____ low exam results to larger class sizes.
- 19) RELAXATION Travelling by train is more _____ than driving.
- 20) RESERVATION Could I _____ two seats for tomorrow evening's performance?
- 21) SIGN Someone stole my credit card and forged my _____.
- 22) SPEAK He needs to perfect his _____ English before going to work in Canada.
- 23) SPECIFY Is there anything _____ you would like from the shops?
- 24) WRITTEN It's really difficult to read your _____.
- 25) YOUNG I was a fairly good football player in my _____.

Reading Practice (vocabulary):**[Page 8]**

Read the following article about the world's oldest customer complaint. For each of the blank spaces (1 - 20) choose the best answer (a, b, c or d). There is ONLY ONE correct answer for each question.

Scientists Uncover 4,000-Year-Old Letter of Complaint

A clay tablet from **(1)** _____ Babylon reveals that no matter where (or when) you go, good customer service can be hard find. So it was revealed by the irate copper merchant, Nanni, in 1750 B.C. The merchant's **(2)** _____ is **(3)** _____, spelled out in cuneiform on a clay tablet now **(4)** _____ in The British Museum.

In what is said to be the oldest customer service complaint discovered, Babylonian copper merchant Nanni details at **(5)** _____ his anger at a sour deal, and his **(6)** _____ with the quality assurance and service of Ea-nasir.

Forbes reports, "The letter implies that Nanni had dispatched his personal assistants to Ea-nasir Fine Copper at least once looking for a refund, only to be rebuffed and sent home empty handed – and through a war zone!"

According to the ABC Science **(7)** _____, a translation of the tablet text is **(8)** _____ in the book "Letters from Mesopotamia: Official, Business and Private Letters on Clay Tablets from Two Millenni" by Assyriologist A. Leo Oppenheim. The book includes translations of letters **(9)** _____ in ancient Akkadian from many walks of life; "from poverty-stricken women to their generous brothers, from pregnant slave girls and yes, between merchants, manufacturers and traders."

The translation lays out Nanni's displeasure:

"Tell Ea-nasir: Nanni sends the following message:

When you came, you said to me as follows: "I will give Gimil-Sin (when he comes) fine **(10)** _____ copper ingots." You left then but you did not do what you promised me. You put ingots which were not good before my messenger (Sit-Sin) and said: "If you want to take them, take them; if you do not want to take them, go away!"

What do you take me for that you treat somebody like me with such contempt? I have sent as messengers gentlemen like ourselves to **(11)** _____ the bag with my money (deposited with you) but you have treated me with contempt by sending them back to me empty-handed several times, and that through enemy territory. Is there anyone among the merchants who trade with Telmun who has treated me in this way? You alone treat my messenger with contempt! On account of that one (trifling) mina of silver which I owe (?) you, you feel free to speak in such a way, while I have given to the palace on your **(12)** _____ 1,080 pounds of copper, and umi-abum has likewise given 1,080 pounds of copper, apart from what we both have had written on a sealed tablet to be kept in the temple of Samas.

How have you treated me for that copper? You have withheld my money bag from me in enemy territory; it is now up to you to **(13)** _____ (my money) to me in full.

Take cognizance that (from now on) I will not accept here any copper from you that is not of fine quality. I shall (from now on) select and take the ingots individually in my own yard, and I shall exercise against you my right of rejection because you have treated me with contempt."

The complaint letter, written 3,750 years ago was found at the city of Ur. Ur (present day southern Iraq) was one of the most important Sumerian city-states in ancient Mesopotamia in the third millennium B.C. Mesopotamian society was an **(14)** _____ culture. They had knowledge of medicine, astronomy and agriculture, and had invented **(15)** _____ such as glass-making, irrigation, textile weaving and metal working.

The ancient system of writing called cuneiform involved pressing patterns into soft clay tablets by means of a stylus, generally a blunt reed or stick. The scribe would use the stylus to **(16)** _____ wedge-shaped markings in the clay, and the soft tablet was then fired to **(17)** _____ the message. Cuneiform writing died out as it was **(18)** _____ with the Phoenician alphabet around 200 A.D, and it became a lost written language. It was deciphered by modern **(19)** _____ in the 19th century.

Because the writing system was used for more than three millennium, there remain many samples of such tablets. The BAS Library reports that there are close to half a million cuneiform tablets in the world's museums, but only 30,000 to 100,000 have been **(20)** _____.

- | | | | | |
|-------------|--------------------|--------------------|-------------------|---------------------|
| (1) | a) antique | b) archaic | c) aged | d) ancient |
| (2) | a) aggravate | b) aggravation | c) aggravating | d) aggravated |
| (3) | a) evidence | b) evidently | c) evident | d) evidenced |
| (4) | a) displaying | b) displayed | c) display | d) displayer |
| (5) | a) long | b) longest | c) lengthen | d) length |
| (6) | a) dissatisfaction | b) dissatisfied | c) dissatisfyment | d) dissatisfication |
| (7) | a) website | b) websites | c) netweb | d) webwork |
| (8) | a) applicable | b) achievable | c) available | d) accessible |
| (9) | a) write | b) wrote | c) writting | d) written |
| (10) | a) quality | b) qualitative | c) qualify | d) qualification |
| (11) | a) collect | b) collected | c) collecting | d) collection |
| (12) | a) half | b) behalf | c) half of | d) better half |
| (13) | a) reconstruct | b) repair | c) rehabilitate | d) restore |
| (14) | a) advance | b) advancing | c) advanced | d) advantage |
| (15) | a) technic | b) technologically | c) technical | d) technologies |
| (16) | a) create | b) creation | c) recreation | d) recreate |
| (17) | a) defend | b) uphold | c) preserve | d) continue |
| (18) | a) refunded | b) replaced | c) restored | d) recovered |
| (19) | a) researches | b) researching | c) researchers | d) research's |
| (20) | a) transcription | b) transferable | c) transposed | d) translated |

Adding Information about Nouns: Relative Clauses

A **relative clause** identifies or gives more information about a noun. It begins with a **relative pronoun** (**who, whose, what, which, where, when, whom, that**).

Types of Relative Clause

A **defining** relative clause which or which type of person or thing we mean. The relative pronoun can refer either to the subject (1) of the relative clause or the object (2).

(1) *I looked at a variety of changes **that had occurred in different fields**.*

(2) *The system **which Hill introduced** is still widely used.*

A **non-defining** relative clause simply adds information about the noun. We usually put a comma before and after a non-defining relative clause (3), unless it is at the end of a sentence (4).

(3) *Monnet, **who is relatively unknown in the United States**, was a lifelong proponent of internationalism.*

(4) *The system was introduced by Roland Hill, **whose ideas initially met with hostile opposition and ridicule**.*



- We can't leave out the relative pronoun or use *that* in a non-defining relative clause.
- We can omit the relative pronoun in a defining relative clause if the relative pronoun is the object. However, in academic writing the relative pronoun is usually included.
- In academic writing, *who* is more usual than *that* to add information about people.
- Don't confuse *whose* and *who's* (= *who is*).

PRACTICE 1:

Use the information from above to help you match the following examples (1 - 6) to the descriptions of relative pronouns. Relative pronouns are used to add information about:

- **things** (*that, which* and no relative pronoun) e.g. 3
- **people** (*that, who, whom* (formal) and no relative pronoun) e.g. ____
- **time** (*when*) e.g. ____
- **location, situation or point in a process** (*where*) e.g. ____
- **'belonging to' and 'associated with' relationships** (*whose*) e.g. ____
- **how something happens** (*whereby*) e.g. ____

- 1) He was a man who spent virtually his entire adult life building on institution after another.
- 2) Hill's postal system was an innovation whose influence is still seen today.
- 3) His call for a "Penny Post" won the endorsement of leading newspapers which stood to benefit from reduced postal fees.
- 4) His walks took him across New Jersey, Maryland, Rhode Island, and Pennsylvania, where large numbers of Quakers lived.
- 5) Hill improved the process whereby mail was delivered around the country.
- 6) He lived in a time when Europe was one of the most dangerous places on Earth.

PRACTICE 2:

Add the information in brackets as a relative clause (defining or non-defining) to the sentences in an appropriate place. There may be more than one possible answer.

- 1) Doctors thought the disease had been wiped out in the 1950s. (it was widespread at the start of the last century)
Doctors thought the disease, which was widespread at the start of the last century, had been wiped out in the 1950s.
- 2) Ben Johnson was an English poet and playwright. (he lived from 1572 to 1637)
- 3) An organic compound is any member of a large class of chemical compounds. (their molecules contain carbon)
- 4) The patient was 25 years old. (his case is described here)
- 5) Anaerobic digestion is a simple process. (in anaerobic digestion, organic matter is broken down by microorganisms)
- 6) The company is in the second stage of business development. (in this stage activities and customer base are expanded)

Reading Comprehension PRACTICE:

[Page 11]

Read the following passage - then choose the best answer (a, b, c, d or e) for each of the questions (1 - 5).

Tools of Persuasion

Persuasion is the art of convincing someone to agree with your point of view. According to the ancient Greek philosopher Aristotle, there are three basic tools of persuasion: ethos, pathos, and logos.

Ethos is a speaker's way of convincing the audience that he or she is a **credible** source. An audience will consider a speaker credible if he or she seems trustworthy, reliable, and sincere. This can be done in many ways. For example, a speaker can develop ethos by explaining how much experience or education he or she has in the field. After all, you would be more likely to listen to advice about how to take care of your teeth from a dentist than a firefighter. A speaker can also create ethos by convincing the audience that he or she is a good person who has their best interests at heart. If an audience cannot trust you, you will not be able to persuade them.

Pathos is a speaker's way of connecting with an audience's emotions. For example, a speaker who is trying to convince an audience to vote for him or her might say that he or she alone can save the country from a terrible war. These words are intended to fill the audience with fear, thus making them want to vote for him or her. Similarly, a charity organization that helps animals might show an audience pictures of injured dogs and cats. These images are intended to fill the viewers with pity. If the audience feels bad for the animals, they will be more likely to donate money.

Logos is the use of facts, information, statistics, or other evidence to make your argument more convincing. An audience will be more likely to believe you if you have data to back up your claims. For example, a commercial for soap might tell you that laboratory tests have shown that their soap kills all 7,000,000 of the bacteria living on your hands right now. This piece of information might make you more likely to buy their brand of soap. Presenting this evidence is much more convincing than simply saying "our soap is the best!" The use of logos can also increase a speaker's ethos; the more facts a speaker includes in his or her argument, the more likely you are to think that he or she is educated and trustworthy.

Although ethos, pathos, and logos all have their strengths, they are often most effective when they are used together. Indeed, most speakers use a combination of ethos, pathos, and logos to persuade their audiences. The next time you listen to a speech, watch a commercial, or listen to a friend try to convince you to lend him or her some money, be on the lookout for these ancient Greek tools of persuasion.

1) As used in paragraph 2, what is the best antonym for **credible**?

- a) unintelligent b) boring c) dishonest d) amazing

2) Amy is trying to convince her mother to buy her a pair of \$200 shoes. She says: "Mom, the shoes I have are really old and ugly. If I don't get these new shoes, everyone at school is going to laugh at me. I will be so embarrassed that I will want to die." What form of persuasion is Amy using here?

- a) pathos b) ethos c) logos d) a combination of ethos, pathos, and logos

3) According to the passage, logos can build ethos because...

- a) ...an audience is more easily convinced by facts and information than simple appeals to emotions like pity or fear
b) ...an audience is more likely to trust a speaker who uses evidence to support his or her argument
c) ...a speaker who overuses pathos might make an audience too emotional; audiences who are too frightened or too sad are unlikely to be persuaded
d) ...a speaker can use misleading or false information to make his or her argument seem more convincing

4) Gareth is running for mayor. He tells his audience: "Under our current mayor, there have been 15,000 new cases of unemployment. If he stays in office, who knows how many more people will lose their jobs? The number could go up even higher. When I was the CEO of Magnatech, I helped to create over 1,000 new jobs. I can do the same thing for this city if you vote for me."

Which form of persuasion is Gareth using here?

I. pathos II. Logos III. Ethos

- a) I only b) I and II only c) II and III only d) I, II, and III

5) According to the passage, the most effective tool of persuasion is...

- a) ...ethos, because you cannot persuade an audience that does not trust you
b) ...logos, because it can also be used to build ethos
c) ...a combination of ethos, pathos, and logos
d) ...pathos, because human beings are most easily persuaded by emotion