

GRAMMAR RULES AND BASIC PRACTICE

STARTER UNIT

Present Simple

Form

base form / verb + -s

Uses

1. an action that happens regularly
She often sits in the common room.
2. a general truth
Sixth-form students do A-levels.
3. a thought, feeling or expectation (a stative verb)
Do you want to study French?

Adverbs of Frequency / Time Expressions: always, usually, generally, regularly, often, frequently, sometimes, occasionally, rarely, seldom, never

every day / week, on Mondays, once a month, at 1.00, at night, in the morning, How often ... ?

Present Continuous

Form

am / is / are + verb + -ing

Uses

1. an action happening now
They are taking an exam now.
2. a temporary action
He isn't studying history this year.
3. a definite plan for the near future
Are you starting school tomorrow?

Time Expressions: now, right now, at the moment, this year, at present, today, these days, this evening, tonight, tomorrow, next Sunday / week / year

Past Simple

Form

verb + -ed / irregular verbs

Uses

1. a completed action in the past
They chose their subjects last month.
2. consecutive past actions
I finished my work and went home.

Time Expressions: yesterday, last week / year, two days ago, in 2004, in the 15th century, when, then

Past Continuous

Form

was / were + verb + -ing

Uses

1. an action in progress at a specific time in the past
At 10.30, they were studying maths.
2. an action in progress interrupted by another action
She was doing her assignment when I called.
3. two actions in progress at the same time in the past
While the physics students were visiting the National Space Centre, we were visiting the National Gallery.
4. a description of a scene
They were sitting in the common room.

Time Expressions: last night / week, at 3.00, when, while, as

Grammar Appendix, Workbook page 80

Grammar Appendix, Workbook page 80

I Write sentences with the words below. Use the Present Simple or Present Continuous.

1. We / watch / a film / at the moment / .
2. The school bus / arrive / at 7.00 every morning / .
3. Be quiet! The teacher / come / .
4. Blake and Wendy / start / the sixth form / this year / ?
5. At what temperature / water / boil / ?
6. How much / these jeans / cost / ?
7. I / not bring / food / to the picnic / next week / .
8. The students / not know / how to speak French / .

2 Complete the sentences with the verbs in brackets. Use the Past Simple or Past Continuous.

1. ... you ... (tell) the police what you ... (see)?
2. Everybody ... (sit) quietly while they ... (watch) the film.
3. It's strange that you ... (call) because I ... just ... (think) about you!
4. Jean ... (not take off) her coat because she ... (not stay) long.
5. My brother ... (not know) that I ... (try) to study.
6. The fire ... (start) as the students ... (leave) the school.
7. We ... (write) an essay when a new student ... (walk) into the classroom.
8. Who ... you ... (talk) to at 6.00 yesterday morning?

3 Complete the sentences with the correct time expression below.

*at midnight • yesterday • every week • while
next Saturday • then • rarely • this year*

1. Our teacher didn't come to school ...
2. ... , we were dancing at Jack's New Year party.
3. Are you studying German at school ... ?
4. Do you visit your grandparents ... ?
5. First, we ate and ... , we did our homework.
6. I am not meeting Brad ...
7. My parents ... go out during the week. They're too tired.
8. Were you talking ... the teacher was explaining the homework?

4 Choose the correct answer.

1. ... for her final exams right now?
 - a. Is Lily studying
 - b. Does Lily study
 - c. Did Lily study
2. Last night, we ... dinner when the power went off.
 - a. had
 - b. have
 - c. were having
3. Jeff ... school three times last month.
 - a. missed
 - b. was missing
 - c. misses
4. My family always ... birthdays.
 - a. is celebrating
 - b. celebrates
 - c. was celebrating
5. Next month, we ... Berlin on a class trip.
 - a. visit
 - b. were visiting
 - c. are visiting
6. Please say that again. I ... you.
 - a. don't hear
 - b. am not hearing
 - c. didn't hear
7. Sara ... before 10.00 on Saturdays.
 - a. wasn't getting up
 - b. isn't getting up
 - c. doesn't get up
8. Were you playing music while the children ... ?
 - a. slept
 - b. were sleeping
 - c. sleep

Present Perfect Simple

Form

have / has + past participle

Uses

1. an action that started in the past and continues to the present
*The students **have been** here since 6.00.*
2. an action that took place at an unspecified time in the past and is relevant to the present
*We **have chosen** all our subjects.*

Time Expressions: never, ever, already, just, yet, recently, lately, in recent years, for, since, How long ...?

Grammar Appendix, Workbook page 81

Past Perfect Simple

Form

had + past participle

Use

an action that took place before a specific moment in the past

*The teacher **had left** before the students arrived.*

Time Expressions: already, by the time, after, before, until, never, just, when, as soon as

Grammar Appendix, Workbook page 81

5 Complete the sentences with the verbs in brackets. Use the Present Perfect Simple or Past Perfect Simple.

1. Jessica and Mark ... (know) each other for ten years.
2. ... they ... (close) the shop by the time you arrived?
3. We ... (have) a lot of rain recently.
4. I realised that I ... already ... (see) the film.
5. Steven ... (not finish) reading that book yet.
6. ... you ... (see) Anna's new ring? Isn't it beautiful?
7. The students didn't talk until they ... (finish) their exam.
8. We ... (not be) to Italy before last summer.

Future Simple

Form

will + verb

Uses

1. a future prediction
I'm sure you will enjoy the trip.
2. a spontaneous decision
"Don't worry. I'll help you."
3. future events in a timetable
The lesson will start at 9.00.

Be going to

Form

am / is / are + going to + verb

Uses

1. a future plan
The teacher is going to meet us tomorrow.
2. a prediction based on present evidence
Be careful! It is going to break!

Time Expressions: tomorrow, this evening, in an hour, at 7 o'clock, later, next week / month, soon, in a few minutes, in the future, on 3rd June

Future Continuous

Form

will + be + verb + -ing

Use

an action in progress at a specific time in the future

At this time tomorrow, we'll be studying.

Time Expressions: at this time tomorrow, next ... , on Monday, in the next decade

Future Perfect Simple

Form

will + have + past participle

Use

an action completed by a specific time in the future

They will have completed their exams by then.

Time Expressions: by this time next week, by 2 o'clock, by the end of ... , by then, by July, in five months

6 Complete the dialogues with the words given. Use the Future Simple or *be going to*.

1. A: Why are you turning on the TV?
B: I ... (watch) the news.
2. A: These bags are really heavy.
B: I ... (help) you.
3. A: Rebecca is having a party tomorrow night.
B: I probably ... (not go). I have an exam the next day.
4. A: Jake has decided to get a new car.
B: Really? What kind ... he ... (buy)?
5. A: What would you like to eat?
B: I ... (have) a hamburger, please.
6. A: It's so dark, I can't see where I'm going.
B: Watch out! You ... (drive) into that wall!
7. A: I don't feel like cooking.
B: Don't worry. I ... (make) dinner tonight.
8. A: What time should we be at the museum?
B: The tour ... (begin) at 9.00, so be there a few minutes earlier.

7 Choose the correct continuation.

1. We can't meet between 7 and 9.
a. I'll be doing my homework then.
b. I'll have done my homework then.
2. Shall we meet for lunch at 1 o'clock tomorrow?
a. Sorry. At 1.00 tomorrow, I will have sat on a train to Paris.
b. Sorry. At 1.00 tomorrow, I will be sitting on a train to Paris.
3. How long has Charlie lived in England?
a. By next month, he will be living here for 30 years.
b. By next month, he will have lived here for 30 years.
4. Can you give this book to Rachel on Thursday?
a. I can't. I won't be seeing her.
b. I can't. I won't have seen her.
5. Will the teacher give us back our essays tomorrow?
a. She won't have marked them all by then.
b. She won't be marking them all by then.
6. I'd like to have dinner in an hour.
a. Will you be finishing your work by then?
b. Will you have finished your work by then?

UNIT 1

Present Perfect Simple

Form

have / has + past participle

Uses

1. an action that started in the past and continues to the present

*The students **have been** in school since 7.00.*

2. an action that took place at an unspecified time in the past and is relevant to the present

*My brother **has graduated** from university.*

Time Expressions: never, ever, already, just, yet, recently, lately, in recent years, for, since, How long ... ?

Past Perfect Simple

Form

had + past participle

Use

an action that took place before a specific moment in the past

*Rob **had finished** his exam before the bell rang.*

Time Expressions: already, by the time, after, before, until, never, just, when, as soon as

Present Perfect Continuous

Form

have / has + been + verb + -ing

Use

an action that started in the past and is still going on at the present moment or whose results are still apparent

*We're tired. We **have been working** on our project all day.*

Time Expressions: for a month / year, since 2004, all night / morning / day / week, How long ... ?

Past Perfect Continuous

Form

had + been + verb + -ing

Use

an action that continued for some time up to another past action

*I **had been studying** for three hours before I took a break.*

Time Expressions: for hours, since last March, all night / morning / day / week, when, until, before

1 Choose the correct answer.

- Bella **hasn't / hadn't** decided what to study next year.
- My mother picked us up because the last bus **has / had** already left.
- Has / Had** Sue finished her assignment yet? Her mother is here to take her home.
- How long **had / has** Mark lived in Canada before he moved here?
- I **hadn't / haven't** seen Jack for years until we met last week.
- I **had / have** called Mike several times, but he isn't answering.

2 Complete the sentences with the verbs below. Use the Present Perfect Simple or Past Perfect Simple.

*not visit • come • send • try
graduate • not finish*

- By the time the bell rang, all the students ... into the classroom.
- Dave ... just ... me a funny picture. Do you want to see it?
- I ... my parents since I started university. I'm going this weekend.
- I couldn't go to the party with my friends because I ... my homework.
- ... you ... from university before you found a job?
- ... you ... our school lunches? They're quite good.

3 Choose the correct answer.

- Brad **has / had** been writing that essay for over an hour. Maybe he needs help.
- Had / Have** you been driving all morning when you stopped for lunch?
- Melanie's eyes are red. I think she **had / has** been crying.
- The students **hadn't / haven't** been working for long, so they weren't tired.
- She **had / has** been looking for the ring for two hours when she finally found it.
- How long **had / have** you been studying at this university?

4 Complete the sentences with the verbs in brackets. Use the Present Perfect Continuous or Past Perfect Continuous.

- The streets are all wet. I think it ... (rain).
- We ... (date) for three years when my girlfriend left me.
- It's great to see you again. What ... you ... (do) since I last saw you?
- Tom ... (not play) the piano for long, so he didn't feel ready to perform in a concert.
- I ... (revise) for my test every night this week.
- ... John ... (train) for a long time when the coach asked him to join the team?

Reported Speech

Statements and Questions

Rules

1. In reported statements and questions, we move the verb back in time when the reporting verb is in the past.

*"No one has found a heroic gene," said Dr Levine.
Dr Levine said that no one **had found** a heroic gene.*

2. In reported statements, we often add the word *that*.

*"I'm doing an experiment," said Kelly.
Kelly said **that** she was doing an experiment.*

3. In reported statements and questions, we usually change personal pronouns, time and place expressions as well as demonstrative and possessive adjectives and pronouns.

*"These participants were here yesterday," said Amy.
Amy said that **those** participants had been **there** **the day before**.*

4. In Yes / No and Wh- questions, the reported question is transformed into an affirmative sentence, so there is no subject-verb inversion.

*"What do you think, Dad?" asked Ben.
Ben asked his dad what **he thought**.*

5. In Yes / No questions, we begin the reported question with the words *if* or *whether*.

*"Are you leaving today?" asked Ellie.
Ellie asked **if / whether** we were leaving that day.*

Orders and Requests

6. In reported orders and requests, we use the infinitive.

*"Ignore the smoke," said the researchers.
Researchers told the people **to ignore** the smoke.*

7. In negative reported orders, we use *not* + infinitive.

*"Don't worry," she said.
She **told her friend not to worry**.*

Suggestions

8. In reported suggestions, the reporting verb can be followed by a gerund or *that* + subject + base form. We often leave the word *that* out after *suggest*.

*"Let's prepare posters," suggested Robert.
Robert suggested **preparing / (that) we prepare** posters.*

Note: There is no change in verb tense when reporting an objective fact or a permanent situation.

*"People usually **do** nothing," he said.
He said that people usually **do** nothing.*

I Choose the correct answer.

1. "We were having breakfast here when the police arrived."
She explained that they **had been having / had had** breakfast here / there when the police had arrived.
2. "Is Italy having national elections next year?"
The reporter asked whether Italy **was having / is having** national elections the following year / next year.
3. "Don't go to that neighbourhood at night!"
My mother warned me **not to go / to not go** to that neighbourhood at night.
4. "Let's make arrangements for our holiday."
My friend suggested **we made / making** arrangements for our holiday.
5. "How many people signed the petition yesterday?"
The president asked how many people **signed / had signed** the petition the day before / after.
6. "Please come with us to the police station."
The policewoman asked me **to come / come** with **they / them** to the police station.

2 Complete the sentences in reported speech.

1. "Will you participate in the meeting tomorrow?" he asked.
He asked whether I ... in the meeting ...
2. "Leave the theatre," the guard said.
The guard told us ... the theatre.
3. "I didn't enjoy the meal last night," she said.
She complained that she ... the meal ...
4. "I haven't been living in London for long," I explained.
I explained that I ... in London for long.
5. "Where does your friend live?" my dad asked.
My dad asked where my friend ...
6. "Let's think of ways to help them," the teacher said.
The teacher suggested that we ... of ways to help them.

3 Complete the sentences in reported speech.

1. "What time is it?"
She asked us ...
2. "Were you sleeping at 5.00?"
He asked ...
3. "You must finish your project."
The teacher said that ...
4. "There will be a demonstration next weekend."
The reporter said that there ...
5. "I am not going to stay here until tomorrow."
She said that ...
6. "Don't move or I'll shoot!"
The masked man warned us ...

Modals

Form

modal + base form of verb

Uses

can (ability, request, possibility)

*She **can help** you plan your trip.*

***Can** you show me the way?*

*You **can get** there by bus.*

can't (strong disbelief, prohibition)

*He told me an incredible story. It **can't be** true!*

*You **can't light** fires in the park.*

be able to (ability, possibility)

*I **will be able to get** there by 11.00.*

must (obligation, strong belief)

*You **must drive** more carefully.*

*This **must be** his village.*

mustn't (prohibition)

*You **mustn't wander** around on your own.*

have to / need to (necessity / obligation)

*We **have to / need to book** in advance.*

don't have to / needn't (lack of necessity)

*We've got tickets. We **don't have to / needn't wait** in the queue.*

should / ought to (advice)

*You really **should / ought to go** there.*

may / might (possibility)

*You **may / might sit** next to a box of chickens.*

may (polite request, permission)

***May** I come in?*

could (past ability, possibility, polite request)

*Saroo **couldn't read** or write.*

*It **could be** dangerous.*

***Could** you show me your photos?*

Grammar Appendix, Workbook page 88

1 Complete the sentences with the correct form of the modals below.

can't • must • ought to • couldn't

might • be able to • needn't

- Beth will be tired when she arrives. We ... pick her up at the station.
- I ... find a taxi anywhere because it was raining.
- He hasn't eaten all day. He ... be hungry.
- In England today, you ... smoke in many public places.
- ... Sean ... take me to the airport tomorrow or is he busy?
- The guide ... be late because there's a lot of traffic.
- It's only 9.00. We ... check out until 12.00.

Modal Perfects

Form

modal + *have* + past participle

Uses

should have (criticism or regret after an event)

*We **should / ought to have left** earlier.*

could have (ability to have done something but in fact did not)

*He **could have ended up** on the streets.*

couldn't have (certainty that something wasn't true)

*He **couldn't have walked** all the way.*

may / might have (possibility that something was true)

*They **may / might have already checked out**.*

must have (certainty that something was true)

*The long ride **must have been** terrifying.*

would have (willingness to have done something but in fact did not)

*I **would have flown** there but it was too expensive.*

Grammar Appendix, Workbook page 89

2 Use the modal perfect form of the modals below to complete the sentences.

might • could • would • shouldn't

could not • must • should

- Ellen's flight ... landed an hour ago. I wonder what has happened.
- Why didn't you ask me? I ... been happy to drive you to the airport.
- Jake ... gone on holiday. I saw him today.
- It ... been Mickey that I saw at the party. But he looks very different.
- He ... said that. It was very rude.
- I ... taken a guided tour but I decided not to.
- My dad is never late. He ... missed the bus.

3 Choose the correct answer.

- Jake has got his licence, so he **can have driven / can drive** the car.
- Next summer, you really **should visit / should have visited** Paris.
- Could they already reach / Could they have already reached** their destination?
- I **ought to have listened / ought to listen** to your directions. Now I'm lost!
- No, you **may not have left / may not leave** in the middle of the lesson.
- I'm sorry you didn't come. You **would have / would have had** a good time.
- You **shouldn't have opened / shouldn't open** the gift. It was a surprise!
- Cars **mustn't have parked / mustn't park** in front of the hospital.

Zero Conditional

Form

condition result
If / Unless / When + Present Simple + Present Simple

Use

a general truth or fact

If you use solar energy, you save money.

First Conditional

Form

condition result
If / Unless + Present Simple + will / modal + verb imperative

Uses

1. a future possibility

If we fine people, it will help.

2. advice or suggestion in the form of a command

If you go out, put the bottles in the recycling bin.

Second Conditional

Form

condition result
If / Unless + Past Simple + would / modal + verb

Use

an imaginary or hypothetical situation

If we bought a smaller car, we would / could save petrol.

If I were you, I would get solar panels.

Third Conditional

Form

condition result
If + Past Perfect Simple + would have / modal perfect + past participle

Use

an impossible or unfulfilled situation in the past

You would / could have visited a recycling plant if you had gone on the tour.

Grammar Appendix, Workbook page 90

1 Choose the correct answer.

- If you **had driven / drove / drive** to work every day, it affects your carbon footprint.
- We would have bought solar panels if they **would cost / had cost / cost** less.
- I **will ride / would ride / had ridden** my bicycle to school unless it rains.
- If you care about the environment, **don't waste / didn't waste / won't waste** water.
- If I were you, I **will buy / had bought / would buy** organic vegetables.
- You **didn't pay / wouldn't have paid / won't pay** so much for electricity if you had turned off the air conditioner at night.

2 Complete the sentences with the verbs in brackets. Use conditionals.

- If I ... (not see) the news, I wouldn't have gone to the demonstration.
- Unless the temperature ... (go) above 0° C, the ice won't melt.
- Plants die if they ... (not get) enough water.
- It's snowing. If you go outside, ... (wear) your coat.
- ... they ... (complete) the experiment if they had had more time?
- I wouldn't buy an air conditioner if I ... (not need) one.
- Unless the city ... (start) fining people, some will never stop littering.
- If you didn't use the dishwasher so often, you ... (not waste) so much water.

Wish Clauses

Form

I wish / If only + Past Simple

Use

a situation the speaker is unhappy about in the present

I wish / If only our town had more parks.

Form

I wish / If only + Past Perfect Simple

Use

regret about a past action or situation

I wish / If only we had gone on the tour.

Form

I wish / If only + could / would + base form

Use

a hope for something in the future

*I wish we could do something to help.
 If only people would stop eating meat.*

Grammar Appendix, Workbook page 91

3 Choose the correct answer.

- Jan misses the city and wishes she **hadn't moved / didn't move / wouldn't move** to the country.
- It's difficult to live in the city. If only people **make / made / had made** less noise.
- I wish I **had walked / could walk / walked** to school - but it's too far!
- Our natural resources won't last forever. If only people **start / would start / will start** using renewable energy.
- Pollution has already done so much damage. If only we **did / would do / had done** more to prevent it in the past.
- We use a lot of electricity. I wish our home **will be / would be / were** more environmentally friendly.

The Passive

Form

Scientists track **these birds**. (active)

These birds are tracked by scientists. (passive)

Present Simple: am / is / are + past participle

The chicks **are brought up** by foster parents.

Past Simple: was / were + past participle

In the past, tigers **were hunted**.

Future Simple: will + be + past participle

The horses **will be examined** soon.

Modals: modal + be + past participle

A foster parent **must be found**.

Modal Perfects: modal + have been + past participle

You **could have been attacked** by the dog.

Present Continuous: am / is / are + being + past participle

The foster mother **is being kept** very busy.

Past Continuous: was / were + being + past participle

At 8.00, the animals **were being fed**.

Present Perfect Simple: have / has + been + past participle

It **has been practised** for centuries.

Past Perfect Simple: had + been + past participle

The wolf **had been caught** before it hurt anyone.

Use

We use the passive voice when we want to focus on the action, not the agent, and also when the agent is obvious or unknown.

Note: When we mention the agent in passive sentences, we use *by*.

The Causative

Form

have / get + object + past participle

Use

We use the causative when we refer to an action that is done for us by somebody else. There is no difference between *have* and *get*, but *get* is more informal.

They **have / get their chicks raised** by other birds.

We **had / got the animals trained** by professionals.

1 Choose the correct form of the verb, active or passive.

- We took him to hospital because he **had been stung / had stung** by a scorpion.
- The birds have been tagged and right now we **are being tracked / are tracking** their journey.
- Were you threatened / Did you threaten** by the dog's behaviour?
- The rabbits **must rescue / must be rescued** from the fox.
- That lion is so friendly, it **couldn't have been raised / couldn't have raised** in the wild.
- They **haven't been training / haven't been trained** dolphins for many years.

2 Choose the correct answer.

- At the moment, the cat ... by the vet.
 - is examined
 - is being examined
 - was examined
- ... those horses ... to the country next week?
 - Are ... taken
 - Are ... going to be taken
 - Have ... been taken
- The elephants were injured because they ... well by their owners.
 - hadn't been treated
 - haven't been treated
 - will not be treated
- While the animals ... , the children watched with interest.
 - will be trained
 - had been trained
 - were being trained
- Why ... dinosaurs ... ?
 - were ... wiped out
 - are ... wiped out
 - are ... being wiped out

3 Complete the sentences with the correct passive form of the verbs in brackets.

- Several documentaries about sharks ... (make) over the last two years.
- The dog ... (should / take out) an hour ago!
- The new animal shelter ... (not finish) until next month.
- ... the animals ... (have to / feed) every morning?
- Young chicks ... usually ... (raise) by their mothers.

4 Complete the sentences with the verbs in brackets. Use the causative form.

- We ... our cat's food ... (deliver) by the shop once a month.
- You should ... your horse ... (see) by a vet.
- They ... the poster ... (make) next week.
- Your dog is very well behaved. Where ... you ... him ... (train)?
- ... the city ... this new zoo ... (build) next year?

Relative Pronouns

who / that (people)

You'll see some of the characters **who / that** are involved in the scrap-metal business.

which / that (objects)

She looks for metal **which / that** people have left on the streets.

when (time)

Early in the morning is the time **when** Adam collects metal.

where (place)

Recycling plants are factories **where** different materials are recycled.

whose (possession)

This is the man **whose** scrap-metal business makes £7 million a year.

Defining and Non-defining Relative Clauses

A relative clause modifies a noun and is introduced by a relative pronoun.

A relative clause follows the noun it modifies.

A **defining relative clause** provides information that is essential to identifying the noun that it modifies.

*They buy the metal **that** people collect.*

A **non-defining relative clause** provides information that is not essential to identifying the noun that it modifies. We use commas to separate a non-defining relative clause from the main clause. We do not use the relative pronoun **that** in non-defining relative clauses.

*Michael, **who is in his thirties**, runs a scrap-metal business.*

Note: In defining relative clauses, we can omit the relative pronouns **who, which, that** and **when** if they are not the subject of the clause.

Grammar Appendix, Workbook page 94

I Choose the correct relative pronoun. Which sentences have got non-defining relative clauses?

1. Do you know the woman **which / whose / who** is giving me on-the-job training?
2. My first job interview, **which / when / that** was in London, went very well.
3. Jack hasn't completed any of the work **that / where / when** he got yesterday.
4. The British Museum, **that / where / which** I work, is enormous.
5. I'll never forget the day **which / when / who** I had my first job interview.
6. The new secretary, **who's / that / whose** references were excellent, started work yesterday.

2 Complete the sentences with the relative pronouns below.

where • whose • when • which • who

1. The offices of Google, ... I was interviewed, are in the centre of town.
2. Where is the employee ... computer has broken?
3. Lynn is the person ... I trust most at this office.
4. The money ... I earn helps pay my rent.
5. I like Wednesdays, ... I finish work early.

3 In which sentences in Exercise 2 can the relative pronoun be replaced by **that**? In which sentences can the relative pronoun be omitted?

4 Complete the sentences with suitable relative pronouns and the phrases below.

*I gave you this morning • everything went wrong
parents work as teachers • never comes late
my brother lives*

1. Have you finished reading the article ... ?
2. Sandra is the kind of employee
3. That boy, ... , is an excellent student.
4. Yesterday was a day ... !
5. On my next holiday I'm going to Italy,

5 Combine the sentences using defining or non-defining relative clauses and the relative pronouns in brackets. Make any necessary changes.

1. I want to work at Google. I can earn a lot of money there. (where)
2. That is the woman. I took her job. (whose)
3. Did you answer all the questions? They asked you the questions at the interview. (that)
4. Jim is very reliable. He is our new trainee. (who)
5. September is the month. I began working for B&B Electronics then. (when)

Formal and Informal Structures

There are two ways to form a relative clause when the verb in the relative clause is followed by a preposition.

In the formal structure, the preposition comes before the relative pronoun and we use the relative pronoun **whom** instead of **who**.

*The person **to whom** I was talking has got a scrap-metal business.*

In the informal structure, the preposition comes at the end of the relative clause.

*The person (**who**) I was talking **to** has got a scrap-metal business.*

Grammar Appendix, Workbook page 95

6 Rewrite the following sentences using the formal structure.

1. I finished the project which I was working on.
2. The man who you were asking about is my boss.
3. The people who you worked for were pleased.