

FOCUSED PRACTICE

1 PEOPLE IN THE OFFICE

Grammar Note 10

Dolores Atwood, a personnel officer for a publishing company, is writing an evaluation of the employees in her department who are being considered for promotion. Write adjective clauses with **which** to modify entire preceding ideas.

LOOK BOOKS Personnel Evaluation

CONFIDENTIAL

Elaine Correa has only been with us for a year but is definitely ready for promotion,

which is not surprising given the glowing recommendations she got from her last employer.

1.(not / be surprising)

Burt Drysdale has proven himself to be a team player, which I find somewhat amazing

2.(I / find / somewhat amazing)

considering the fact that he rubbed everyone the wrong way at first. I do recommend him for promotion.

Alice Anderdoff, on the other hand, is not performing up to expectations,

which bother me because I was the one who recruited her. I don't believe she should be considered for promotion at this time.

3.(bother / me)

Mel Tualapa is a very congenial employee, _____, but he can't

4.(be / what everyone / like / about him)

be promoted yet because he's only been with us for six months.

Lately, Tom Curran has often been ill and consistently late to work, which is mystifying

5.(be / mystifying)

because he was such a model employee at first. I don't recommend him at this time.

2 FORMAL AND INFORMAL

Grammar Notes 1,4,7

Read the following two descriptions. The first is a spoken report by a head attorney to her team of lawyers. The second contains the same information but is a formal written description. Complete the spoken report with informal adjective clauses, omitting the relative pronoun if possible and using contractions. Put the verbs in the correct tenses. Complete the written report with formal adjective clauses. Do not omit the relative pronoun, and put prepositions at the beginning of clauses in which they occur. Do not use contractions.

Spoken Report

Our client is a guy who's been in trouble for minor offenses, but I don't think he's a

1.(have / be / in trouble)

murderer, which is why I feel comfortable defending him. He served time

1.(be / why)

in the penitentiary from 1997 to 1999, and according to all the reports he was a person

which the other prisoners Since he got out of jail in 1999, he's had a good employment

1.(the other prisoners / look up to) looked up to

(continued on next page)



record with Textrix, an electronics company which he has been working ^{for}. The
psychological reports on him show that when he was in prison he was a person

_____ well balanced and even tempered, which is why
I don't think he's guilty.

Written Report

Our client is a man who has been in trouble for minor offenses, but I do not believe
that he is a murderer, a fact that makes me feel comfortable in defending him.

He served time in the penitentiary from 1997 to 1999, and according to all the reports

he was a person whom the other prisoners ^{respected}. Since he was released from prison in
1999, he has had a good employment record with Textrix, an electronics company

for which he has been working His psychological profile suggests that when he was in
prison he was a person whom the ^{psychiatrists} considered well balanced and even tempered,

evidence that makes me believe that he is not guilty.



3 FIRST IMPRESSIONS

Complete this interview from a school newspaper. Use a relative pronoun, **when**, or **where** and the correct form of the verbs in parentheses.

The Grover

September 10, 2001

page 3

Meet Your Classmates



Maniya, who a lot of our readers already know,
1. (know)
 has been at Grover High for three years now. We interviewed Maniya about her experiences coming to the United States.

INTERVIEWER: How did your family choose Atlanta, Maniya?

MANIYA: My cousin, who/whom we stayed with at
2. (stay)
 first, lives here.

INTERVIEWER: What were your first impressions?

MANIYA: At first it was fun. We got here in the summer, when there
was no school, so I didn't feel much pressure to speak English.
3. (be)

INTERVIEWER: What was the most difficult thing about going to school?

MANIYA: Of course, the class in which I had the biggest problems
4. (have)
 at first was English. It was so hard for me to write compositions or to say the things that/which I wanted to say. Now it's much easier.
5. (want)

INTERVIEWER: What was the biggest change for you when you got here?

MANIYA: We used to live in a big house, where there were always
6. (be)
 a lot of people. Here I live with my parents and sister, whom
 I take care of after school.
7. (take care of)

INTERVIEWER: How did you learn English so quickly?

MANIYA: At night, I write words and idioms on a piece of paper, which I
put in my shirt pocket. Then I study them at school whenever
8. (put)
 I have a chance.

INTERVIEWER: Is there anything you still have trouble with?

MANIYA: One thing which/that I still find hard to do is make jokes in
9. (find)
 English. Some things are funny in Tagalog but not in English.

4 EDITING

Read the letter from a college student to his parents and correct the eight errors in relative pronouns in adjective clauses.

Dear Mom and Dad,

September 28

Well, the first week of college has been hectic, but it's turned out OK. My advisor is a lady ~~she~~ ^{who} is also from Winnipeg, so we had something ~~who~~ we could talk about. Since I haven't decided on a major, she had me take one of those tests show you what you're most interested in. She also had me do one of those personality inventories that ~~they~~ tell you what kind of person you are. According to these tests, I'm a person ~~whom~~ is an extrovert. I also found out that I'm most interested in things ^{that} involve being on the stage and performing in some way, who doesn't surprise me a bit. I always liked being in school plays, remember? I signed up for two drama courses. Classes start on Wednesday, and I'm getting to know the other guys ~~which~~ ^{who} live in my dormitory. It's pretty exciting being here.

Not much else. I'll call in a week or so.

Love,
Al

5 WHAT ARE THEY LIKE?

Complete the following statements about personality types of married couples, writing adjective clauses in the form of quantifier + preposition + relative pronouns.

1. Tom and Mary Dawson, both of whom are thinkers, get along really well.
both/be/thinkers
2. Jim and Maggie Taylor, neither of whom is extroverted, prefer to spend a peaceful evening together reading books or watching TV rather than go to a noisy party.
neither/be/extroverted
3. Michael and Barbara Goldman, both of whom are feelers, get offended too soon at the slight innocent banter made by a friend.
both/be/feelers
4. Robert and Samantha Jones, both of whom is perceiver, and the other a judger, can never seem to enjoy vacationing together. Robert wants to plan well ahead of time for everything while Samantha decides on the spot what to do and where to go.
both/be/perceiver
5. Rebecca and Stephen Davis and their close friends Steve and Linda Myers, _____, love throwing or attending parties.
all/be/good examples/extroverts



COMMUNICATION PRATICE

6 LISTENING 1



Listen to the conversation. Then listen again and circle the letter of the sentence which correctly describes what you heard on the tape.

- a. Bob took the job because it pays well.
 b. Bob took the job because he likes the work.
- a. Paperwork makes Bob angry.
 b. The fact that Bob has been assigned to do a lot of paperwork makes him angry.
- a. Bob is irritated because his co-worker is a passive-aggressive type of person.
 b. Bob is irritated because he wasn't consulted before being assigned to his co-worker.
- a. Jennifer is surprised that Bob is disgruntled.
 b. Jennifer is surprised that Bob took the job.
- a. His feelings about his co-workers are making Bob wonder about himself.
 b. The fact that Bob didn't investigate the company is making him wonder about himself.

LISTENING 2



Read and listen to the following excerpts from a telephone conversation that Al had with his parents. Then circle the letters of the sentences that correctly describe the meanings of certain sentences that you hear on the tape.

- a. There is one supervisor.
 b. There is more than one supervisor.
- a. All of Al's roommates are from Canada.
 b. Some of Al's roommates are from Canada.
- a. Al has one English class.
 b. Al has more than one English class.
- a. Al has one history class.
 b. Al has more than one history class.
- a. There is one group of girls.
 b. There is more than one group of girls.
- a. Al has one advisor.
 b. Al has more than one advisor.



7 INTERACTION

Work with a partner. On a separate piece of paper, complete this questionnaire, once for yourself and once in relation to the personality traits you perceive your partner to have. Then compare your answers.

1. I would rather spend Friday or Saturday night
 - a. at a party with a group of people.
 - b. at home alone.
2. I am basically
 - a. outgoing.
 - b. reserved or shy.
3. In general I'd say I am
 - a. easy to get to know.
 - b. not so easy to get to know.
4. In general, I am closer to being
 - a. a creative person.
 - b. a practical person.
5. In general, I
 - a. appreciate constructive criticism.
 - b. dislike constructive criticism.
6. I think it's more important to
 - a. always tell the truth, no matter the consequences.
 - b. avoid telling the whole truth if necessary to keep from hurting someone's feelings.
7. Basically, I prefer
 - a. to be the leader.
 - b. to let someone else be the leader.
8. I usually
 - a. take a long time to make a decision.
 - b. make a decision quickly.

EXAMPLE

I am a type of person who likes to spend Friday or Saturday night at a party. How about you?

