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C2 · CLAUSES · ≈ 27 MIN

Complex Subordination — *practice on paper*

You know the clause layers; now order, punctuate, and split fresh conditions in clear business writing.

Aim for **no more than two levels** in business writing: no comma before that, comma after a fronted condition, and **split deeper chains**

NAME _____ DATE _____

YOUR BUILD · 1 · SORTING ○ · 2 · FILL-IN ○ · 3 · CORRECT ○ · 4 · WRITE ○

BRICK 1 · SORT BY CLAUSE DEPTH · APPROX. 4 MIN ●○○

Sort each English sentence. On the left, no more than two levels remain visible; on the right, another condition is embedded in the chain.

- Nia said that when stock cleared, sales opened.
- Lee noted that once QA passed, we could ship.
- If stock arrived, sales could open.
- Ben noted that once the audit closed, we paused.
- Jon said that provided funds held, we could buy.
- She said that if he knew when they left...
- He wrote that when she asked if we agreed...
- We heard that if Legal knew when QA finished...
- Mia said that when Tom asked if Sue called...
- Jon wrote that if costs fell when sales rose...

TWO LEVELS	TOO DEEP

BRICK 2 · COMPLETE THE CLAUSE LAYER · APPROX. 6 MIN ●●○

Insert exactly the English word given in the cue. Then check which message or condition it opens.

01 Mina _____ the review was complete. (use reported that)

02 Alex said that if the vendor agreed, _____ could launch. (use our team)

03 We can publish, _____ Legal approves the note. (use provided that)

04 Tom replied that _____ cleared the file, we could send it. (use once Security)

05 She said that if _____ , we could add a shift. (use orders increased)

06 Ravi noted that as long as _____ stable, the plan could continue. (use costs remained)

07 If the audit closes today, _____ will file tomorrow. (use our office)

08 Mia wrote that when the call ended, Finance _____ decide. (use could finally)

YOUR BUILD | 1 · SORTING | 2 · FILL-IN | 3 · CORRECT | 4 · WRITE

BRICK 3 · CORRECT THE CLAUSE CHAIN · APPROX. 7 MIN

Each draft contains exactly one marked problem. Follow the English cue and change only the named point.

01 Leo said, that if stock arrived, we could dispatch. (delete the comma after "said")

02 Ana wrote that if the buyer would sign, we could start. (replace "would sign" with "signed")

03 Kim said that if demand rose we could hire. (add a comma after "rose")

04 We can sign provided, the insurance remains valid. (delete the comma after "provided")

05 Ivo said that once the audit ended Finance could file. (add a comma after "ended")

06 Nora reported that if buyers accepted, dispatch could begin, provided Audit replied when Credit approved. (split the deeper Audit condition into a new sentence)

BRICK 4 · WRITE READABLE CONDITION SENTENCES · APPROX. 8 MIN

Write one English sentence or sentence pair for each prompt. Keep the layers visible and split before a third dependency.

01 Email: report a decision and embed one if-condition inside it.

02 Approval: combine a reported message with once and add the required comma.

03 Limit: add a provided-condition after a possible action.

04 Editing: plan three conditions, then distribute them across two sentences.

MINI-CHECK – CAN I DO THIS YET?

- [ ] I can assign every condition to its message.
- [ ] I place no German-style comma directly before that.
- [ ] I close a fronted if- or once-clause with a comma.
- [ ] I split a third embedded dependency into a new sentence.

Still unsure? Underline the main message, circle the linking words, and split the deepest condition.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 Nia said that when stock cleared, sales opened.
Two levels: report and timing remain visible.

02 Lee noted that once QA passed, we could ship.
Two levels: report and timing remain visible.

03 If stock arrived, sales could open.
Two levels: one condition leads to the message.

04 Ben noted that once the audit closed, we paused.
Two levels: report and timing remain visible.

05 Jon said that provided funds held, we could buy.
Two levels: report and limit remain visible.

06 She said that if he knew when they left…
Too deep: timing sits inside the condition.

07 He wrote that when she asked if we agreed…
Too deep: a question sits inside timing.

08 We heard that if Legal knew when QA finished…
Too deep: timing sits inside the condition.

09 Mia said that when Tom asked if Sue called…
Too deep: a question sits inside timing.

10 Jon wrote that if costs fell when sales rose…
Too deep: timing sits inside the condition.

BRICK 2 · FILL-IN

01 Mina **reported that** the review was complete.
Report: reported that opens the confirmed message.

02 Alex said that if the vendor agreed, **our team** could launch.
Result: our team carries the possible action.

03 We can publish, **provided that** Legal approves the note.
Limit: provided that opens the added condition.

04 Tom replied that **once Security** cleared the file, we could send it.
Timing: once Security opens the clearance condition.

05 She said that if **orders increased**, we could add a shift.
If-rule: orders increased appears without would.

06 Ravi noted that as long as **costs remained** stable, the plan could continue.
Condition: costs remained keeps the status stable.

07 If the audit closes today, **our office** will file tomorrow.
Result: our office carries the announced action.

08 Mia wrote that when the call ended, Finance **could finally** decide.
Result: could finally marks the possible decision.

BRICK 3 · CORRECT

01 Leo said **that** if stock arrived, we could dispatch.
Punctuation: no comma comes before that.

02 Ana wrote that if the buyer **signed**, we could start.
If-rule: signed replaces would sign.

03 Kim said that if demand **rose,** we could hire.
Punctuation: the fronted condition ends here.

04 We can sign **provided** the insurance remains valid.
Link: no comma follows provided.

05 Ivo said that once the audit **ended,** Finance could file.
Punctuation: the fronted timing ends here.

06 Nora reported that dispatch could begin if buyers accepted. **Audit also had to reply after Credit approved.**
Two-level rule: the deeper condition is split.

BRICK 4 · WRITE

Your sentences may differ if every layer remains visible, the commas are correct, and deeper chains are split.

01 Nora said that if the sample passed, production could resume.
Two levels: the report contains one condition.

02 Eli noted that once Security replied, we could share the folder.
Punctuation: the once-clause ends with a comma.

03 We can renew the licence, provided usage stays stable.
Limit: provided adds one clear condition.

04 Lena said that if the buyer agreed, dispatch could begin. Insurance still had to remain valid.
Readability: the third condition stands separately.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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