+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

C2 WORD ORDER ≈ 27 MIN

Information Structure – *practice on paper*

You know given-before-new order, end-focus, and end-weight; now control information flow, fronting, and passive order on paper.

> Often move from **given to new** and light to heavy; **fronting or passive order** can deliberately change the starting point.

NAME _____ DATE _____

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

BRICK 1 · SORT INFORMATION FLOW AND REORDERING · APPROX. 4 MIN ●○○

Sort each sentence. The left column follows unmarked given-new or light-heavy flow; the right changes the starting point through fronting or passive order.

The vendor finally confirmed Tuesday's slot.

She sent the memo to every branch manager.

Our chair explained the delay after lunch.

Leo handed the summary to the new auditors.

The team announced a revised launch date.

That proposal, the committee rejected.

The final estimate was approved by Finance.

This option, we strongly recommend.

The venue was selected by the regional team.

Those concerns, I understand.

UNMARKED FLOW	REORDERING

BRICK 2 · COMPLETE THE INFORMATION FLOW · APPROX. 6 MIN ●●○

Insert the information given in brackets in a natural form. Keep verb and object together and follow the requested starting point.

01 Pronoun link: The supplier was familiar. _____ then accepted our revised date. (use It)

02 Light before heavy: Nina sent _____ to every director in the northern offices. (use the minutes)

03 Past passive: Yesterday, the complaint _____ by the service director. (use review)

04 Fronted topic: That deadline, we _____ . (use cannot change)

05 Keep object together: Our manager discussed _____ after the call. (use the forecast)

06 Heavy agent last: The policy _____ by a committee of regional experts. (use past passive of draft)

07 Fronted topic: This outcome, the partners _____ . (use welcomed)

08 New item last: The buyer finally chose _____ . (use the annual plan)

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

BRICK 3 · FIND AND CORRECT THE INFORMATION-FLOW ERROR · APPROX. 7 MIN

Each sentence contains exactly one word-order error in the target pattern. Rewrite the full sentence with clear information flow.

01 The assistant filed on Monday the signed agreement.

02 We discussed during lunch the new estimate.

03 That concern, understand we completely.

04 This choice, cannot we support.

05 By the regional board was made the decision.

06 Mara to every new team member sent the guide.

BRICK 4 · WRITE WITH CLEAR INFORMATION FLOW · APPROX. 8 MIN

Write one English sentence for each prompt. Decide deliberately what is given, new, light, or heavy.

01 Given before new: begin with an already mentioned client and let a new decision land at the end.

02 End-weight: place a short object before a long recipient phrase.

03 Fronting: place a given decision first and keep subject before verb afterwards.

04 Passive: begin with a given result and place a long agent phrase at the end.

MINI-CHECK – CAN I DO THIS YET?

- [ ] I often let new information land at the end.
- [ ] I tend to place long or complex phrases later.
- [ ] I keep subject before verb after a fronted topic.
- [ ] I use passive order deliberately for a suitable starting point.

Still unsure? Mark given, new, and heavy material in each sentence first, then try the sheet again.

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 The vendor finally confirmed Tuesday's slot.
Unmarked flow: the new time slot lands last.

02 She sent the memo to every branch manager.
Unmarked flow: the long recipient phrase comes later.

03 Our chair explained the delay after lunch.
Unmarked flow: verb and object remain together.

04 Leo handed the summary to the new auditors.
Unmarked flow: the short object comes earlier.

05 The team announced a revised launch date.
Unmarked flow: the new announcement lands last.

06 That proposal, the committee rejected.
Reordering: fronting places the topic first.

07 The final estimate was approved by Finance.
Reordering: passive moves the agent to the end.

08 This option, we strongly recommend.
Reordering: fronting places the option first.

09 The venue was selected by the regional team.
Reordering: passive keeps the result first.

10 Those concerns, I understand.
Reordering: fronting places the concerns first.

BRICK 2 · FILL-IN

01 Pronoun link: The supplier was familiar. **It** then accepted our revised date. (use It)
Given-new order: the supplier reconnects with context.

02 Light before heavy: Nina sent **the minutes** to every director in the northern offices. (use the minutes)
End-weight: the short object precedes the long phrase.

03 Past passive: Yesterday, the complaint **was reviewed** by the service director. (use review)
Passive: the given item remains first.

04 Fronted topic: That deadline, we **cannot change**. (use cannot change)
Fronting: subject remains before the verb.

05 Keep object together: Our manager discussed **the forecast** after the call. (use the forecast)
Object placement: discussed stays beside its object.

06 Heavy agent last: The policy **was drafted** by a committee of regional experts. (use past passive of draft)
Passive: the heavy agent phrase lands last.

07 Fronted topic: This outcome, the partners **welcomed**. (use welcomed)
Fronting: the topic precedes the comment.

08 New item last: The buyer finally chose **the annual plan**. (use the annual plan)
End-focus: the new plan lands last.

BRICK 3 · CORRECT

01 The assistant filed **the signed agreement on Monday**.
Object placement: the object directly follows filed.

02 We discussed **the new estimate during lunch**.
Object placement: the object directly follows discussed.

03 That concern, **we understand** completely.
Fronting: subject remains before the verb.

04 This choice, **we cannot support**.
Fronting: subject remains before the verb.

05 The decision **was made by the regional board**.
Passive: the item precedes the agent phrase.

06 Mara sent **the guide to every new team member**.
End-weight: the short object comes first.

BRICK 4 · WRITE

Your sentences may differ if information status, weight, and the chosen perspective fit the prompt.

01 The client finally approved **the revised delivery date**.
End-focus: the new decision lands last.

02 Lena sent **the note** to every manager attending the conference.
End-weight: the short object precedes the long phrase.

03 **That decision**, the directors now regret.
Fronting: the given topic comes first.

04 The result **was confirmed by the auditors responsible for Europe**.
Passive: the long agent phrase lands last.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Cleft Sentences
englisch-lehrer.com/en/lessons/cleft-sentences

PAIR WITH THIS
Stylistic Inversion
englisch-lehrer.com/en/lessons/stylistic-inversion

ALL LESSONS
45+ free lessons
englisch-lehrer.com/en/lessons

HANOVER
Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com