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C2 · CLAUSES · ≈ 27 MIN

Punctuation and Clause Relations — *practice on paper*

You know the meaning jobs — now build clear relations and afterthoughts with fresh report sentences.

Two complete clauses:	period / semicolon / comma + coordinator	;	colon delivers, dash interrupts	.

NAME _____ DATE _____

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

BRICK 1 · SORT SEPARATE OR LINKED · APPROX. 4 MIN ●○○

Sort each English clause pair by its relation. A period sets out two facts on the left; a semicolon or coordinator links the clauses on the right.

- The lobby has two exits. Parking is free.
- The courier arrived. The gate was locked.
- Demand rose. The price stayed unchanged.
- Lena called. The client answered.
- The test passed. Production began.
- The figures are provisional; review continues.
- Sales increased, but margins narrowed.
- The bid expired; negotiations stopped.
- The funds arrived, so hiring resumed.
- The alarm sounded; staff evacuated.

TWO SEPARATE FACTS	ONE LINKED MESSAGE

BRICK 2 · INSERT COLON OR DASH · APPROX. 6 MIN ●●○

Insert exactly the mark named in the cue. For a colon, check the complete promise; for a dash, check whether the material is an insertion or afterthought.

01 The report named one risk _____ the licensing delay. (insert :)

02 One issue blocked dispatch _____ the missing certificate. (insert :)

03 The client _____ our longest-standing account___ renewed early. (insert two —)

04 The pilot launch succeeded _____ contrary to every forecast. (insert —)

05 The contract _____ signed on Monday___ reached Legal today. (insert two —)

06 The delay is easy to explain _____ customs held the parts. (insert :)

07 The chair accepted the revision _____ after three refusals. (insert —)

08 The board named the only solution _____ a phased launch. (insert :)

YOUR BUILD

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

BRICK 3 · CORRECT THE RELATION · APPROX. 7 MIN

Each English sentence contains exactly one real punctuation error. Follow the cue and change only the incorrect boundary or dash placement.

01 The shipment arrived, the depot was locked. (make one thought)

02 The interview ended, the lights went out. (make two facts)

03 The team requires: a signed waiver and two badges. (drop the colon)

04 The key reason was: the expired permit. (drop the colon)

05 The proposal — revised overnight reached the board. (close the insertion)

06 The supplier — delivered the parts — on Friday. (remove the dash pair)

BRICK 4 · WRITE THE RELATIONS · APPROX. 8 MIN

Write fresh English sentences for each prompt. Decide on the meaning relation first, then use the fitting mark.

01 Report: write two separate facts with a period between them.

02 Status: link two complete updates as a single thought with a semicolon.

03 Result: write a complete promise and deliver its reason after a colon.

04 Afterthought: write one sentence with a removable insertion and another with a single dash.

MINI-CHECK — CAN I DO THIS YET?

- I never join two complete clauses with a comma alone.
- I distinguish two facts from one thought in two moves.
- A complete promise comes before a delivering colon.
- I use a dash pair for insertions and one dash for afterthoughts.

Still unsure? Name the relation between the sentence parts 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 lobby has two exits. Parking is free.
Two separate facts: the period separates the clauses.

02 The courier arrived. The gate was locked.
Two separate facts: the period separates the clauses.

03 Demand rose. The price stayed unchanged.
Two separate facts: the period separates the clauses.

04 Lena called. The client answered.
Two separate facts: the period separates the clauses.

05 The test passed. Production began.
Two separate facts: the period separates the clauses.

06 The figures are provisional; review continues.
One linked message: the semicolon unites two moves.

07 Sales increased, but margins narrowed.
One linked message: but marks the contrast.

08 The bid expired; negotiations stopped.
One linked message: the semicolon unites two moves.

09 The funds arrived, so hiring resumed.
One linked message: so marks the result.

10 The alarm sounded; staff evacuated.
One linked message: the semicolon unites two moves.

BRICK 2 · FILL-IN

01 The report named one risk**:** the licensing delay.
Colon: the complete promise delivers the risk.

02 One issue blocked dispatch**:** the missing certificate.
Colon: the complete promise delivers the issue.

03 The client — our longest-standing account — renewed early.
Dash pair: the insertion is removable.

04 The pilot launch succeeded — contrary to every forecast.
Single dash: it attaches an afterthought.

05 The contract — signed on Monday — reached Legal today.
Dash pair: the insertion is removable.

06 The delay is easy to explain**:** customs held the parts.
Colon: the complete promise delivers the explanation.

07 The chair accepted the revision — after three refusals.
Single dash: it attaches an afterthought.

08 The board named the only solution**:** a phased launch.
Colon: the complete promise delivers the solution.

BRICK 3 · CORRECT

01 The shipment arrived**;** the depot was locked.
Semicolon: one thought receives two moves.

02 The interview ended**.** The lights went out.
Period: two facts remain separate.

03 The team requires a signed waiver and two badges.
No colon: the verb needs its complement.

04 The key reason was the expired permit.
No colon: the verb needs its complement.

05 The proposal — revised overnight — reached the board.
Dash pair: the insertion needs two boundaries.

06 The supplier delivered the parts on Friday.
No dash pair: subject and verb stay connected.

BRICK 4 · WRITE

Your sentences may differ if every mark makes the chosen relation legal and unambiguous.

01 The inspection finished. The customer left.
Period: the clauses are separate facts.

02 The permit arrived; production resumed.
Semicolon: one thought runs in two moves.

03 One reason delayed approval: the missing signature.
Colon: the complete promise delivers the reason.

04 The manager — our interim lead — signed. The order shipped — finally.
Dashes: pair around insertion, single before afterthought.

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