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C1 · RELATIVE CLAUSES · ≈ 27 MIN

Reduced Relative Clauses — *practice on paper*

You know the three reduction routes; now reinforce active, passive, order, and English word order with fresh examples.

Active -ing , **passive -ed** ; ordinals or superlatives often take to + verb. The description follows the noun.

NAME _____ DATE _____

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

BRICK 1 · SORT BY ACTIVE AND PASSIVE · APPROX. 4 MIN ●○○

Sort each phrase. On the left, the noun performs the action; on the right, it is affected by the action.

Analysts tracking demand · Managers leading the review · Clients awaiting confirmation · Engineers testing the update · Teams meeting the deadline · Forecasts revised overnight · Invoices approved on Monday · Samples packed for dispatch · Targets agreed at the workshop · Records stored off-site

ACTIVE: -ING	PASSIVE: -ED

BRICK 2 · COMPLETE WITH THE RIGHT REDUCED FORM · APPROX. 6 MIN ●●○

Complete each verb. First decide between active, passive, or order, then keep the form after its noun.

01 The consultant _____ our audit joins Tuesday. (lead)

02 The memo _____ at noon includes two changes. (send)

03 Noah was the second applicant _____ back. (call)

04 That was the best option _____ the delay. (prevent)

05 Staff _____ evening shifts receive a taxi. (work)

06 The devices _____ abroad need certificates. (make)

07 Our branch was the last _____ the survey. (complete)

08 Applicants _____ today start in September. (interview)

YOUR BUILD

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

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN ●●○

Each sentence contains exactly one error in form or word order. Rewrite the complete sentence correctly.

01 The yesterday signed agreement covers both sites.

02 The invoice paying yesterday is in the archive.

03 The first manager respond won the account.

04 We filed the from legal approved wording.

05 The reports were checked overnight need signatures.

06 The parcels transporting by rail arrive Friday.

BRICK 4 · COMPRESS NEW BUSINESS SENTENCES · APPROX. 8 MIN ●●●

Write one English sentence for each prompt. Keep the description directly after its noun.

01 Delivery status: actively describe the driver who is tracking the shipment.

02 Quality report: passively describe samples that were inspected in the lab.

03 Order: say who was the third person to propose a solution.

04 Register choice: write a compact formal line, then give the same information with a full relative clause.

MINI-CHECK – CAN I DO THIS YET?

- ◯ I check whether the noun performs or receives the action.
- ◯ I form active reductions with -ing and passive reductions usually with -ed.
- ◯ I often use a to-infinitive after ordinals or superlatives.
- ◯ I place the description after its English noun and favour reductions especially in formal writing.

Unsure? Underline the noun first, determine its role, and 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 Analysts tracking demand
***Active: -ing**: Analysts perform the action.*

02 Managers leading the review
***Active: -ing**: Managers perform the action.*

03 Clients awaiting confirmation
***Active: -ing**: Clients perform the action.*

04 Engineers testing the update
***Active: -ing**: Engineers perform the action.*

05 Teams meeting the deadline
***Active: -ing**: Teams perform the action.*

06 Forecasts revised overnight
***Passive: -ed**: Forecasts are affected by the action.*

07 Invoices approved on Monday
***Passive: -ed**: Invoices are affected by the action.*

08 Samples packed for dispatch
***Passive: -ed**: Samples are affected by the action.*

09 Targets agreed at the workshop
***Passive: -ed**: Targets are affected by the action.*

10 Records stored off-site
***Passive: -ed**: Records are affected by the action.*

BRICK 2 · FILL-IN

01 The consultant **leading** our audit joins Tuesday.
Active rule: Consultant performs the action, so -ing fits.

02 The memo **sent** at noon includes two changes.
Passive rule: Memo receives the action, so -ed fits.

03 Noah was the second applicant **to call** back.
Order rule: Second takes a to-infinitive here.

04 That was the best option **to prevent** the delay.
Superlative rule: Best takes a to-infinitive here.

05 Staff **working** evening shifts receive a taxi.
Active rule: Staff perform the action, so -ing fits.

06 The devices **made** abroad need certificates.
Passive rule: Devices receive the action, so -ed fits.

07 Our branch was the last **to complete** the survey.
Order rule: Last takes a to-infinitive here.

08 Applicants **interviewed** today start in September.
Passive rule: Applicants receive the action, so -ed fits.

BRICK 3 · CORRECT

01 The agreement **signed yesterday** covers both sites.
Word order: The -ed description follows the noun agreement.

02 The invoice **paid** yesterday is in the archive.
Passive rule: Invoice receives the action, so paid fits.

03 The first manager **to respond** won the account.
Order rule: First takes a to-infinitive here.

04 We filed the wording **approved by legal**.
Word order: The passive description follows wording.

05 The reports **checked overnight** need signatures.
Passive reduction: Without a relative pronoun, were is removed.

06 The parcels **transported** by rail arrive Friday.
Passive rule: Parcels receive the action, so -ed fits.

BRICK 4 · WRITE

Answers vary; check role, form, and position, and treat formal register as a tendency.

01 The driver **tracking the shipment** called dispatch.
Active rule: Driver performs the action, so -ing fits.

02 The samples **inspected in the lab** passed every check.
Passive rule: Samples receive the action, so -ed fits.

03 Priya was the third **to propose** a solution.
Order rule: Third takes a to-infinitive here.

04 Compact: The changes **requested on Friday** are complete. Full: The changes that were requested on Friday are complete.
Register tendency: The reduction usually reads more compactly in formal updates.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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