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B2 · RELATIVE CLAUSES · ≈ 27 MIN

Non-defining Relative Clauses — *practice on paper*

You know comma clauses; now reinforce meaning and pronoun choice with fresh report examples.

Extra detail about an identified referent uses **who/which** between **commas**; do not use that after the comma.

NAME _____ DATE _____

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

BRICK 1 · SORT BY MEANING · APPROX. 4 MIN ●○○

Sort each sentence. On the left, the clause adds **removable information**. On the right, it **identifies** the intended group.

Our CEO, who lives nearby, cycles to work.

Staff who handle cash need annual training.

The atlas, which is outdated, stays archived.

Orders that arrive damaged need photographs.

Nina, who manages payroll, called this morning.

Branches that serve hospitals open earlier.

The east lift, which failed yesterday, is running.

Clients who request paper bills pay postage.

Our showroom, which faces the park, closes early.

Devices that use old software need updates.

EXTRA DETAIL: WITH COMMAS	IDENTIFICATION: NO COMMAS

BRICK 2 · FILL IN WHO OR WHICH · APPROX. 6 MIN ●●○

Add **who** for people or **which** for things and complete previous statements.

01 Paula, _____ runs payroll, starts at eight.

02 Our archive, _____ moved upstairs, opens tomorrow.

03 The launch slipped, _____ affected two training dates.

04 Mr Chen, _____ chairs the review, joined remotely.

05 This badge, _____ becomes invalid next week, needs replacing.

06 Our tenants, _____ share one entrance, received keys.

07 The printer jammed, _____ slowed the mailout.

08 Lakeview House, _____ overlooks the station, hosts workshops.

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

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

Each sentence contains one pronoun or comma error. Underline it and rewrite the sentence correctly.

01 Our chair, that works remotely, called at noon.

02 The backup failed, what delayed the release.

03 Our main depot which opened in April is full.

04 Elena, which leads procurement, approved the order.

05 The contract, that expires tomorrow, needs one signature.

06 Our scanner, who sits by reception, is broken.

BRICK 4 · WRITE SHORT REPORT SENTENCES · APPROX. 8 MIN

Write one English sentence for each prompt. Bracket every piece of **extra information** with commas.

01 Person: add the workplace of a named colleague.

02 Document: add the publication date of an identified manual.

03 Result: comment on a deadline change with which.

04 Minimal pair: show all teams, then only some teams.

MINI-CHECK – CAN I DO THIS YET?

- I first check whether the referent is already identified.
- I put commas before and after an inserted detail.
- After the comma, I choose who or which, not that.
- I can use which to comment on a complete previous statement.

Unsure? Remove the detail and check whether the referent stays the same.

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 Our CEO, who lives nearby, cycles to work.
***commas**: Our CEO is already identified.*

02 Staff who handle cash need annual training.
***no commas**: The clause selects one staff group.*

03 The atlas, which is outdated, stays archived.
***commas**: The atlas identifies the item.*

04 Orders that arrive damaged need photographs.
***no commas**: Only damaged orders are meant.*

05 Nina, who manages payroll, called this morning.
***commas**: The name identifies the person.*

06 Branches that serve hospitals open earlier.
***no commas**: Only these branches open earlier.*

07 The east lift, which failed yesterday, is running.
***commas**: The east lift is identified.*

08 Clients who request paper bills pay postage.
***no commas**: The clause selects the paying group.*

09 Our showroom, which faces the park, closes early.
***commas**: Our showroom is already identified.*

10 Devices that use old software need updates.
***no commas**: Only devices with old software are meant.*

BRICK 2 · FILL-IN

01 Paula, **who** runs payroll, starts at eight.
People rule: who refers to Paula.

02 Our archive, **which** moved upstairs, opens tomorrow.
Things rule: which refers to the archive.

03 The launch slipped, **which** affected two training dates.
Sentence rule: which comments on the whole statement.

04 Mr Chen, **who** chairs the review, joined remotely.
People rule: who refers to Mr Chen.

05 This badge, **which** becomes invalid next week, needs replacing.
Things rule: which refers to the badge.

06 Our tenants, **who** share one entrance, received keys.
People rule: who refers to the tenants.

07 The printer jammed, **which** slowed the mailout.
Sentence rule: which comments on the printer jam.

08 Lakeview House, **which** overlooks the station, hosts workshops.
Things rule: which refers to the building.

BRICK 3 · CORRECT

01 Our chair, **who** works remotely, called at noon.
Comma rule: use who, not that, for a person.

02 The backup failed, **which** delayed the release.
Sentence rule: which comments on the previous statement.

03 Our main depot**,** which opened in April**,** is full.
Comma rule: the removable detail needs two commas.

04 Elena, **who** leads procurement, approved the order.
People rule: who refers to Elena.

05 The contract, **which** expires tomorrow, needs one signature.
Comma rule: use which, not that, after the comma.

06 Our scanner, **which** sits by reception, is broken.
Things rule: which refers to the scanner.

BRICK 4 · WRITE

Answers vary; check the referent, pronoun, and both commas.

01 Rina, **who works in Leeds**, leads our audit team.
People rule: the name already identifies the person.

02 The safety manual, **which appeared in January**, needs updating.
Things rule: the identified manual receives extra detail.

03 The deadline changed, **which reduced our testing time**.
Sentence rule: which comments on the deadline change.

04 The teams, **who finished early**, left. / The teams **who finished early** left.
Meaning rule: commas mean all; no commas mean only some.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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