

C2 CLAUSES ≈ 27 MIN

Verbless Clauses — *practice on paper*

You recognise verbless clauses; now practise fresh instructions, concessions, and concise project updates.

Verbless clause: **connector + clear frame with no verb** , then **the main message directly**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT WITH OR WITHOUT A VERB · APPROX. 4 MIN

● ○ ○

Sort each English opening. The left has no verb at all; the right contains a visible verb.

If urgent

When unprepared

Although overdue

Whatever the outcome

However unpopular

If the request is urgent

When you are unprepared

Although the invoice arrived late

Whatever the outcome may be

However unpopular it becomes

NO VERB	WITH VERB

BRICK 2 · COMPLETE THE VERBLESS FRAME · APPROX. 6 MIN

● ● ○

Insert exactly the English expression in brackets. Each cue forces one clear answer.

- 01 _____ , ask the compliance lead before approving the change. (use If unsure)
- 02 _____ , the launch group kept the original date. (use Although under pressure)
- 03 _____ , archive the draft and notify Records. (use If required)
- 04 _____ , compare both signed versions. (use When uncertain)
- 05 _____ , the board will publish its decision. (use Whatever the reaction)
- 06 _____ , send the revised map before noon. (use If feasible)
- 07 _____ , the support desk stayed open. (use Although understaffed)
- 08 _____ , protect the client data first. (use Whatever the cost)

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · CORRECT THE COMPACT FRAME · APPROX. 7 MIN



Each sentence contains exactly one error. Follow the English cue and change only the named part.

01 Although unavailable, but the chair sent written comments. (delete "but")

.....

02 If useful, then attach the comparison table. (delete "then")

.....

03 When optional, we may omit the appendix. (replace "When" with "If" for one possible case)

.....

04 Whatever is the outcome, the review continues. (delete "is")

.....

05 Although the analysts exhausted, they finished the check. (delete "the analysts")

.....

06 If is practical, move the briefing online. (delete "is")

.....

BRICK 4 · WRITE CONCISE BUSINESS SENTENCES · APPROX. 8 MIN



Write one English sentence for each prompt. Use the requested verbless frame without an extra but or then.

01 Instruction: begin with "If unclear" and give the next checking step.

.....

02 Update: concede a problem with "Although delayed", then report a result.

.....

03 Decision: begin with "Whatever the response" and state the fixed plan.

.....

04 Rule of thumb: begin with "When uncertain" and give concise advice.

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I leave the whole verb out of the compact frame.
- ☐ I do not add but after although.
- ☐ I do not add then after if.
- ☐ I use if for a possible need and when for a time.

Still unsure? Mark the connector, verbless frame, and main message 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 If urgent
<i>No verb: the opening contains no verb.</i> | 06 If the request is urgent
<i>With verb: is remains visible.</i> |
| 02 When unprepared
<i>No verb: the opening contains no verb.</i> | 07 When you are unprepared
<i>With verb: are remains visible.</i> |
| 03 Although overdue
<i>No verb: the opening contains no verb.</i> | 08 Although the invoice arrived late
<i>With verb: arrived remains visible.</i> |
| 04 Whatever the outcome
<i>No verb: the opening contains no verb.</i> | 09 Whatever the outcome may be
<i>With verb: may be remains visible.</i> |
| 05 However unpopular
<i>No verb: the opening contains no verb.</i> | 10 However unpopular it becomes
<i>With verb: becomes remains visible.</i> |

BRICK 2 · FILL-IN

- | | |
|---|--|
| 01 If unsure , ask the compliance lead before approving the change.
<i>Condition: if unsure marks a possible case.</i> | 05 Whatever the reaction , the board will publish its decision.
<i>Concession: every reaction leaves the plan unchanged.</i> |
| 02 Although under pressure , the launch group kept the original date.
<i>Concession: although leads directly to the result.</i> | 06 If feasible , send the revised map before noon.
<i>Condition: if feasible limits the instruction.</i> |
| 03 If required , archive the draft and notify Records.
<i>Condition: if required marks possible need.</i> | 07 Although understaffed , the support desk stayed open.
<i>Concession: the compact frame names the obstacle.</i> |
| 04 When uncertain , compare both signed versions.
<i>Time: when uncertain frames the uncertainty.</i> | 08 Whatever the cost , protect the client data first.
<i>Concession: the cost does not change priority.</i> |

BRICK 3 · CORRECT

- | | |
|--|---|
| 01 Although unavailable, the chair sent written comments .
<i>Concession: no but follows although.</i> | 04 Whatever the outcome , the review continues.
<i>No verb: is drops from the frame.</i> |
| 02 If useful, attach the comparison table .
<i>Condition: no then follows if.</i> | 05 Although exhausted , they finished the check.
<i>Concession: the main subject carries the state.</i> |
| 03 If optional , we may omit the appendix.
<i>Condition: if marks the possible single case.</i> | 06 If practical , move the briefing online.
<i>No verb: is does not belong.</i> |

BRICK 4 · WRITE

Your sentences may differ if the compact frame contains no verb and leads into the main message without double linking.

- | | |
|---|--|
| 01 If unclear , compare the signed schedules.
<i>Condition: the verbless frame marks uncertainty.</i> | 03 Whatever the response , we retain the deadline.
<i>Concession: the response does not change the plan.</i> |
| 02 Although delayed , the replacement reached the warehouse.
<i>Concession: the obstacle comes first compactly.</i> | 04 When uncertain , consult the signed brief.
<i>Time: the frame leads directly to advice.</i> |

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

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