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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
No verb: the opening contains no verb.

02 When unprepared
No verb: the opening contains no verb.

03 Although overdue
No verb: the opening contains no verb.

04 Whatever the outcome
No verb: the opening contains no verb.

05 However unpopular
No verb: the opening contains no verb.

06 If the request is urgent
With verb: is remains visible.

07 When you are unprepared
With verb: are remains visible.

08 Although the invoice arrived late
With verb: arrived remains visible.

09 Whatever the outcome may be
With verb: may be remains visible.

10 However unpopular it becomes
With verb: becomes remains visible.

BRICK 2 · FILL-IN

01 **If unsure**, ask the compliance lead before approving the change.
Condition: if unsure marks a possible case.

02 **Although under pressure**, the launch group kept the original date.
Concession: although leads directly to the result.

03 **If required**, archive the draft and notify Records.
Condition: if required marks possible need.

04 **When uncertain**, compare both signed versions.
Time: when uncertain frames the uncertainty.

05 **Whatever the reaction**, the board will publish its decision.
Concession: every reaction leaves the plan unchanged.

06 **If feasible**, send the revised map before noon.
Condition: if feasible limits the instruction.

07 **Although understaffed**, the support desk stayed open.
Concession: the compact frame names the obstacle.

08 **Whatever the cost**, protect the client data first.
Concession: the cost does not change priority.

BRICK 3 · CORRECT

01 Although unavailable, **the chair sent written comments**.
Concession: no but follows although.

02 If useful, **attach the comparison table**.
Condition: no then follows if.

03 **If optional**, we may omit the appendix.
Condition: if marks the possible single case.

04 **Whatever the outcome**, the review continues.
No verb: is drops from the frame.

05 **Although exhausted**, they finished the check.
Concession: the main subject carries the state.

06 **If practical**, move the briefing online.
No verb: is does not belong.

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.
Condition: the verbless frame marks uncertainty.

02 **Although delayed**, the replacement reached the warehouse.
Concession: the obstacle comes first compactly.

03 **Whatever the response**, we retain the deadline.
Concession: the response does not change the plan.

04 **When uncertain**, consult the signed brief.
Time: the frame leads directly to advice.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Participle Clauses
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