



Fill in the blanks with the appropriate words to complete your own memo.

To: Mr. Ishikawa  
From: (Your Name)  
Subject: Christmas Party Invitation

Dear Mr. Ishikawa:

Greetings!

It is my pleasure to invite you to a/an \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.

This activity will be held in \_\_\_\_\_. We are expecting everyone to join as this event will \_\_\_\_\_.

This event is sponsored by \_\_\_\_\_, so participants need not worry about the expenses.

We look forward to seeing you there!

If you have any queries, do not hesitate to contact \_\_\_\_\_ through this number - \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Event Planner, ABC Company



Introduce today's sentences.

## Grammar Focus

- Independent Clauses
- Dependent Clauses

## Key Expressions

- For us to have a harmonious recreation today, you are asked to follow the following house rules.
- Whatever we do, we must put safety first.



Listen to the teacher and repeat.



in charge



compliant



cooperative



house rules



desolate



Listen to the audio and repeat.

Aya discusses the house rules for their team building before they make their way to the location.

**Aya:** Alright, everyone! Because I am in charge of making the rules, I'd like to ask you all to be cooperative and compliant with these rules I will share.

**Olivia:** Sure, Aya. We will.

**Aya:** Good! **For us to have a harmonious recreation today, you are asked to follow the following house rules.** First, whenever you join a game, participate actively. Second, when we arrive at the location, everyone should stay with the group. If you go to a desolate place, you should have someone with you. **Whatever we do, we must put safety first.** Last but not least, enjoy this activity to the fullest. Do you have any questions?

**Jackson:** Can we opt not to join a certain activity?


**Aya:** Oh no, you can't. Everyone should participate, Jackson. Don't worry! I'm certain you will enjoy every activity that was prepared.

**Jackson:** Okay! Sure thing.

**Olivia:** How long is it before we arrive at the location, Aya?

**Aya:** We should get there in 2 hours.





Learn the grammar structure.



## Independent Clause

is a group of words that contains a subject and a verb; it expresses a complete thought, and thus can function as a sentence.

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An independent clause is composed of:

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- **Subject**

It gives information on what the sentence is about.

- **Action or Predicate**

It gives information on what the subject is doing.

- **Conveys a Complete Thought**

It gives information on what is happening in the sentence.

Whatever we do, we must put safety first.

**dependent clause**

**independent clause**

(This can't be a sentence.)

(This can be a sentence.)

- **More Examples:**

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**She is so clever.**

**Trish likes meat.**

- Because I was ill, **I did not go on the trip.**

- **It must be summer** since it's so hot.

- If she hadn't called, **I wouldn't have known.**

 Learn the grammar structure.

## Dependent Clause

is a group of words that contains a subject and a verb; doesn't express a complete thought, thus cannot function as a sentence.

A dependent clause has a:

- **Marker Word**

because, after, before, since, in order to, although, though, whenever, wherever, whether, while, even though, even if, etc.

- **Conjunction**

but, and, or, nor, yet, so, for, etc.

(dependent clause)

For us to have a harmonious recreation today,  
you are asked to follow the house rules.

(independent clause)

- **More Examples:**


Whatever we do, we must put safety first.

Fall is the season when leaves fall from the trees.

- Although she was feeling ill, she went to the party.

- I finally submitted my report after so many weeks.

- The actor, who got an award, received a lot of praise.



Sum up the differences.

## DIFFERENCES

### Dependent Clause

- does not convey a complete thought
- cannot stand alone
- may or may not be found in every sentence

### Independent Clause

- conveys a complete thought
- can stand alone
- can be found in every sentence

- ✓ You should have someone with you.
- ✗ If you go to a desolate place.
- ✓ If you go to a desolate place, you should have someone with you.






Identify whether the underlined clause is dependent or independent.

- ..... 1. Until the sun sets, I will stay with you.
- ..... 2. She will buy the dress if it's on sale.
- ..... 3. As the night comes, I will say goodbye.
- ..... 4. Wherever you go, I will go.
- ..... 5. If you don't prepare for it, you will surely fail it.
- ..... 6. When the bus reached the mountains, Tina yelled.



Underline the **independent clauses** in the following sentences.

1. By the time she gets here, dinner will be ready.
2. His dad bought him a new car because he damaged the last one.
3. Jim studied in the cafeteria for his Physics quiz.
4. Before breakfast, his family went for a run.
5. If you sleep late tonight, you will feel tired tomorrow morning.
6. I will wait more time to buy a new car until I save more money.



Add an appropriate dependent clause to each of the independent clauses.

Ex. \_\_\_\_\_, John visited the zoo.

Because he wanted to see a zebra, John visited the zoo.

1. \_\_\_\_\_, my mother closes the door.

2. He was able to catch the bus \_\_\_\_\_.

3. Jimmy passed the entrance exam, \_\_\_\_\_.

4. \_\_\_\_\_, I was cleaning the window.

5. \_\_\_\_\_, my colleague sent me a gift.

6. The man walked up the hill \_\_\_\_\_.



**Situation: Your company has hired new employees and you were assigned to orient these trainees. How will you instruct these new employees about your company's policies?  
(Dependent Clause and Independent Clause)**



Read what we learned today.



- **Word Focus**

- in charge

- compliant

- cooperative

- house rules

- desolate

- **Grammar Focus**

- - Dependent Clauses

- - Independent Clauses