





Introduce today's goals.



- 1. Some Key Words
- 2. Dependent and Independent Clause
- 3. Types of Dependent Clauses
- 4. Present and Participial Adjectives
- 5. Parallelism
- 6. Declining and Offering Alternatives
- 7. Delivering Bad News
- 8. An Apology Email



Fill in the blanks.

1. Shocking _____ about their private life appeared in the papers.

a e o s n r v t e l i

2. We sent her a copy of the book in _____ of her part in its creation.

c a g o k d n e t m n w e l

3. The university works in _____ with several local businesses.

t p r e a s n r i p h

4. After completing a degree he took a job as a _____ for an advertising agency.

w t e y o i r c p r



Fill in the blanks.

5. The three smaller parties have formed an _____ against the government.

l n a l e c i a

6. The company aims eventually to _____ its products throughout China

i u e r t d t s i b

7. Present your travel _____ to the agent, and she will give you the tickets.

r u h v o c e

8. An app _____ is someone who makes applications for smartphones.

v d e o p r e e l

 Determine whether the underlined clauses are dependent or independent.

1. Although it was raining, she went for a jog at Atlas Park. →
2. When you finish your homework, please take the dog for a walk.. →
3. Annie eats chocolate whenever she gets a poor grade in math. →
4. While walking at the park, John saw a raccoon eating potato chips. →
5. Mr. Keeves left home at 4:00 a.m. since she had to drive to Tokyo for a meeting. →
6. While I was scrubbing the floors, Juliet was watching television. →
7. Students enrolled in bachelor's must pass the special test as a graduation requirement. →
8. I enjoy eating in a restaurant because the food is better. →

Underline the dependent clause in each sentence and choose its type from the box.

noun


adjective

adverb

defining relative

non-defining relative

- 1. The party was canceled because a water pipe broke in the house.
- 2. The doctor who helped the crash victim is my uncle.
- 3. This is the music which was used at the show.
- 4. You should tell your mother what you want for your birthday.
- 5. I do not like people who are mean to animals.
- 6. My sister, who I truly admire, is coming for Thanksgiving.



Rewrite each sentence to make them parallel.

1. Samantha likes to run, jumping around in the backyard and played with her friend Jorge yesterday.
2. At the party, my sister helped us make the cake, gathering the kids for games, clean up, and to drive some kids home.
3. Grandpa walked carefully, in a slow way, and halted a lot.
4. Benefits of coaching include: knowing each player, helping that player to improve and to get to see that person succeed in life.
5. We must either change the laws about drunk driving or it will be necessary to start enforcing them more strictly



Write T if the statement is true and F if it is false.

- _____ 1. An independent clause can stand alone even without a dependent clause.
- _____ 2. A past participial adjective describes how someone feels.
- _____ 3. A present participial adjective ends in “ed”.
- _____ 4. Declining means that similar parts of a sentence must have the same structure.
- _____ 5. “The salesman said the oven was new, affordable, and energy-efficient.”
The sentence above shows correct parallelism.
- _____ 6. When apologizing, we can use the structure “We apologize **“for” + past verb**”.
- _____ 7. When delivering bad news, it’s good to present a solution to the problem.
- _____ 8. “Thanks for the offer, but I can handle this problem myself.”
The sentence above can be used to express remorse.



Make an apology email due to a delayed delivery.

.....:

[Express remorse.] I'm sincerely apologizing for

[Take responsibility.]

[Make amends.] To make up for this error,

[Provide assurance.] Thank you for, We look forward to

..... Please don't hesitate to contact me directly with any other concerns you may have.

Sincerely,

.....
.....