

Adjective Clause / Relative Clause

Point 1: A defining relative clause is like an adjective, for it describes the noun or person by giving details about it.

1. This is the shirt **that** I got on sale.
2. This is the house **that** had the party.
3. The class **that** I took is no longer offered at the school.
4. Do you know someone **who** speaks French.

Point 2: We use **that** and **which** in defining clauses with nouns.

1. The car **that** I just bought is really fast.
2. The cafe **that** I usually go to is closed today.
3. The town **that** I grew up in is not the same anymore.
4. The dog **which** lives over there is very scary.

Point 3: We use **that** and **who** in defining clauses with people. No subject is needed in these cases.

1. I know a guy **that** owns his own island.
2. I know a guy **who** owns his own island.
3. I only date people **that** don't smoke.
4. I only date people **who** don't smoke.

Point 4: If the noun and the subject of the relative clause are the same thing, then you cannot omit the subject in the relative clause.

1. I bought a car **that** runs on solar power.
2. She lives in a house **that** is over 200 years old.
3. He has a last name **that** is very hard to pronounce.
4. We have a old TV **which** only get three channels.

Adjective Clause

Read and listen to four conversations using the grammar.

Conversation 1 | [PDF Worksheet](#)

Man: Who is this party for?

Woman: Tim. He's the guy **who** I was telling you about.

Man: Refresh my memory. Is he the guy **who** opened the new cafe.

Woman: No, that's Larry. He's the guy **who** just moved in to the house down the street.

Man: Oh, the house **that** has that huge garage.

Woman: Yes, that's the house and that's the guy.

Conversation 2 | [PDF Worksheet](#)

Man: So, where do you work?

Woman: I work for a tech company **that** makes business software.

Man: Really. what kind of software do you make?

Woman: We build tools **that** help companies manage their money.

Man: Really. My company might be interested.

Woman: Great. Let me give you my card.

Man: I'll give your card to someone **who** works in our financial department.

Woman: Thank you. I appreciate the introduction.

Conversation 3 | [PDF Worksheet](#)

Man: How is the party?

Woman: It was fun. I met a guy **who** knows you.

Man: Really? What was his name?

Woman: Jason Tyler. He said you used to go to school together.

Man: Wow. That's a name I haven't heard in a long time. We played football together.

Woman: Yeah. He said that he still talks to some of the guys **that** you played with.

Man: Really? I have not talked to those guys in years.

Woman: You should contact him. He gave me his card.

Man: Thanks. I just might do that.

Conversation 4 | [PDF Worksheet](#)

Man: What did you do last night?

Woman: I watched a documentary about a tribe of people **that** live in the desert.

Man: Oh, that sounds interesting. What was it about?

Woman: It showed how the people grow food **that** needs little water.

Man: Really? How did they do that?

Woman: Well, they grow food **that** collects moisture in the air.

Man: That sounds impossible. I need to check that out.

Woman: It's on the new channel. It just started this month.

Man: My wife told me about that. I hear there are lots of docs **that** are worth watching.

Woman: There are. You should check it out.

Quiz

Answer these questions about the interview.

1) Who owns the cafe?

- a) Tim
- b) Larry**

2) What kind of company is it?

- a) tech company**
- b) beverage company

3) Why did they postpone the meeting?

- a) For equipment reasons**
- b) The boss was busy

4) That is nice about her town?

- a) The park**
- b) The parking

5) What happens when David is not there?

- a) It is boring.
- b) They are busy.**

6) They will go to a restaurant that _____ .

- a) shows the game
- b) does not show the game**

Gap Fill: Complete the conversation with the correct word!

Question 1 of 4

Drag the boxes onto the matching gaps.

- **opened**
- **telling**
- **huge**

- **down**
- **for**
- **Refresh**

- **guy**
- **house**

Man: Who is this party ___?

Woman: Tim. He's the guy who I was ___ you about.

Man: ___ my memory. Is he the guy who ___ the new cafe?

Woman: No, that's Larry. He's the ___ who just moved in the house ___ the street.

Man: Oh, the house that has that ___ garage.

Woman: Yes, that's the ____, and that's the guy.

Question 2 of 4

Drag the boxes onto the matching gaps.

- department
- kind
- tools

- introduction
- card
- company

- interested
- software

Man: So, where do you work?

Woman: I work for a tech ___ that makes business ___.

Man: Really, what ___ of software do you make?

Woman: We build ___ that help companies manage their money.

Man: Really? My company might be ___.

Woman: Great. Let me give you my ___.

Man: I'll give your card to someone who works in our financial ___.

Woman: Thank you. I appreciate the ___.

Question 3 of 4

Drag the boxes onto the matching gaps.

- knows
- together
- contact

- years
- How
- long

- What
- some

Man: ___ was the party?

Woman: It was fun. I met a guy who ___ you.

Man: Really? ___ was his name?

Woman: Jason Tyler. He said you used to go to school ___.

Man: Wow. That's a name I haven't heard in a ___ time. We played football together.

Woman: Yeah! He said that he still talks to ___ of the guys that you played with.

Man: Really? I have not talked to those guys in ___.

Woman: You should ___ him. He gave me his card.

Man: Thanks. I just might do that.

Question 4 of 4

Drag the boxes onto the matching gaps.

- month
- documentary
- little

- worth
- interesting
- desert

- moisture
- impossible

Man: What did you do last night?

Woman: I watched a ___ about a tribe of people that live in the ___.

Man: Oh, that sounds ___. What was it about?

Woman: It showed how the people grow food that needs ___ water.

Man: Really? How did they do that?

Woman: Well, they grow food that collects ___ in the air.

Man: That sounds ___. I need to check that out.

Woman: It's on the new channel. It just started this ___.

Man: My wife told me about that. I hear there are lots of docs that are ___ watching.

Woman: There are! You should check it out.

Corporate Vocabulary

Minutes

A record of what took place in a meeting.

“The minutes must reflect what was discussed in the meeting.”

“The meeting minutes should accurately record the topics and discussions addressed during the meeting.”

Procedure

The systematic steps and approach of doing specific activities in a company.

“Please prepare a procedure on how to prepare corporate meeting minutes.”

“Kindly draft a formal procedure outlining the preparation of corporate meeting minutes.”

Brainstorming

Creative group thinking session.

“After some brainstorming, we came up with the solution.”

"After brainstorming with the team, we reached a consensus on the best way forward"

Feedback

Comments and input after an event or after receiving information.

“The feedback after your presentation was great.”

"The feedback reflected a high degree of engagement and appreciation for your insights."