

Noun Clause

Point 1: A noun clause with a WH-word is just a simplified adjective clause.

The thing that = what

- I like the clothes that you are wearing
- I love what you are wearing.

Where = the place where

- This is the place where I work.
- This is where I work.

Who = the person that

- This is the person that I was talking about.
- This is who I was talking about.

When = the time when

- Talk about the time when you were young.
- Talk about when you were young.

Why = the reason that

- I don't know the reason that he does that.
- I don't know why he does that.

How = the way that

- I like the way that you dress.
- I like how you dress.

Point 2: A noun clause can act as the object of a sentence.

1. I like what you are wearing.
2. This is who I was talking about.
3. I don't know where you are going with this.
4. Please explain why you did this.

Point 3: The noun clause can act as the complement object.

1. This is what I know.

2. This is where I live.
3. More money is what you need.
4. That man is who I was talking about.

Point 4: A noun clause can take the shape of the subject.

1. What you eat says a lot about your health.
2. Where you work depends on your education level.
3. Who you know does not matter.
4. Why he acts that way is a mystery.

Point 5: A noun clause can go after a preposition.

1. From what I know, he should be here.
2. It depends on how much money you have.
3. Let's talk about why most people believe in miracles.
4. I am tired of how he acts.

Noun Clause

Read and listen to four conversations using the grammar.

Conversation 1 - What

Woman: So, how is the new software development project going?

Man: Good, from *what I've been seeing*, we should be finished within this month.

Woman: OK, *what I really need*, at this point, is a basic version to show clients by next week. By any chance, is that possible?

Man: Well, I will see *what I can do*, but no promises.

Woman: Really, you think you can do it?

Man: It won't be perfect, but I can get you a basic version of the software for promotional purposes.

Woman: Great. That's *what I was hoping for*.

Conversation 2 - Where

Woman: How is the film going?

Man: Good, but we need more money to film a few scenes.

Woman: Well, from *where I'm standing*, we can't give you anymore money. You are already over-budget.

Man: Yes, but we need to film in a new location. *Where we are filming* now just doesn't cut it.

Woman: I don't like *where you're going with this*. This is costing too much money.

Man: Look, I understand, but this next scene is *where the movie really comes*

together. We really need it.

Woman: OK. I'll see what I can do, but this is the last time. Don't ask for more.

Man: Thank you. I really appreciate this.

Conversation 3 - How

Woman: And this is *how we can turn sales into profits!* And that is my presentation. Thank you for coming.

Man: That was a great presentation. I loved *how you explained the data*.

Woman: Oh, thank you. You never know *how it will come across* to the audience.

Man: Well, you deserve a lot of credit. Your style is very engaging, especially *how you talk* and *how you use humor* to make a point.

Woman: Well, thank you again. I am glad that it was well-received.

Man: Also, *how you came up with the data* was really interesting. Do you think you could discuss it over a cup of coffee?

Woman: I'd love to. I think there is a cafe downstairs.

Conversation 4 - Who

Man: Who is our daughter talking to?

Woman: I am not sure *who he is*. She mentioned something about a new friend from work.

Man: Well, I don't like *who she hangs out with*.

Woman: *Who she hangs out with* is none of your business. She is 25 after all.

Man: Well, you know the old saying: it's not *what you know* but *who you know!*

Woman: Well, she should have the right to see *whoever she likes*.

Man: I know. I'm just being a dad.

Woman: And I'm just being a mom.

Man: Well, *who you hang out with* says a lot about you.

Quiz

Answer these questions about the interview.

1) What is the woman hoping for?

- a) More features
- b) A demo version**

2) What does the man need?

- a) More time
- b) More funds**

3) What did the man like?

- a) What she wore
- b) How she spoke**

4) The teacher says he got a low grade because of ____ .

- a) what he wrote about**
- b) when it turned it in

5) What is the father unhappy about?

- a) Who she is with**
- b) How she is dressed

6) Who has a desk with two monitors?

- a) Joan**
- b) They are not sure

Gap Fill: Complete the conversation with the correct word!

Question 1 of 4

Drag the boxes onto the matching gaps.

- perfect
- project
- hoping

- seeing
- promotional
- point

- promises
- clients

Woman: So, how is the new software development ___ going?

Man: Good, from what I've been ___, we should be finished with it this month.

Woman: OK, what I really need at this ___, is a basic version to show ___ by next week. By any chance, is that possible?

Man: Well, I will see what I can do, but no ___.

Woman: Really? You think you can do it?

Man: It won't be ___, but I can get you a basic version of the software for ___ purposes.

Woman: Great. That's what I was ___ for.

Question 2 of 4

Drag the boxes onto the matching gaps.

- standing
- next
- appreciate

- location
- together
- going

- budget
- scenes

Woman: How is the film ___?

Man: Good, but we need more money to film a few ____.

Woman: Well, from where I'm ____, we can't give you any more money. You are already over-____.

Man: Yes, but we need to film in a new _____. Where we are filming now just doesn't cut it.

Woman: I don't like where you're going with this. This is costing too much money.

Man: Look, I understand, but this ___ scene is where the movie really comes _____. We really need it.

Woman: OK. I'll see what I can do, but this is the last time. Don't ask for more.

Man: Thank you. I really ___ this.

Question 3 of 4

Drag the boxes onto the matching gaps.

- well-received
- deserve
- across

- over
- explained
- humor

- profits
- cafe

Woman: And this is how we can turn sales into ___! And that is my presentation. Thank you for coming.

Man: That was a great presentation. I loved how you ___ the data.

Woman: Oh, thank you. You never know how it will come ___ to the audience.

Man: Well, you ___ a lot of credit. Your style is very engaging, especially how you talk and how you use ___ to make a point.

Woman: Well, thank you again. I am glad that it was ____.

Man: Also, how you came up with the data was really interesting. Do you think you could discuss it ___ a cup of coffee?

Woman: I'd love to. I think there is a ___ downstairs.

Question 4 of 4

Drag the boxes onto the matching gaps.

- being
- right
- talking

- saying
- out
- business

- mentioned
- hangs

Man: Who is our daughter ___ to?

Woman: I am not sure who he is. She ___ something about a new friend from work.

Man: Well, I don't like who she ___ out with.

Woman: Who she hangs out with is none of your ____. She is 25 after all.

Man: Well, you know the old ___: it's not what you know, but who you know!

Woman: Well, she should have the ___ to see whoever she likes.

Man: I know. I'm just ___ a dad.

Woman: And I'm just being a mom.

Man: Well, who you hang ___ with says a lot about you.

Corporate Vocabulary

Agenda

A list of items to be addressed at a meeting.

“Please prepare an agenda for the meeting”

“Kindly prepare a formal agenda for the upcoming meeting.”

Memo

A written message.

“Please send me a memo when the agenda is ready for review.”

“Kindly notify me with a memo when the agenda is prepared for review.”

Deadline

Time when an activity must be completed.

“The deadline for the agenda is today at 5pm.”

“Please be advised that the agenda deadline is today at 5:00 PM.”

Telecommuting

Working in a business from home normally using internet.

“My mother now telecommutes Tuesdays and Thursdays.”

“My mother performs most her duties telecommuting on Tuesdays and Thursdays.”

Downsizing

A reduction in the number of employees in a company to reduce costs and increase profits.

“Downsizing in my previous employment was a bit stressing.”

“The downsizing at my previous workplace was somewhat challenging.”

Outsourcing

Contracting out selected functions or activities of an organization.

“Management decided to outsource accounting to India”

“Management has elected to transition the company's accounting functions to an outsourced provider based in India.”

Headquarters

The main administrative offices of a corporation.

“Our headquarters are located in downtown Calgary”

“Our corporate headquarters are situated in downtown Calgary.”