

Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

In *C21 English for the 21<sup>st</sup> Century*, Level 3, you learn to combine two sentences to show cause and effect. In Level 4, you learn to use linking words and phrases such as *in addition to* and *as well as* to show the connections between ideas, and you also learn to use defining and non-defining relative clauses. These techniques, which add coherence and detail to your argument, are very useful for academic writing.

## Practice

### 1 Choose the correct phrase to complete each sentence.

- a *If / Since / Although* you trust the people you are working with, a participative leadership style can work very well.
- b *Whereas / Because / When* you delegate a task, remember to be clear about what you want the other person to do.
- c *Because / Since / Although* an authoritarian leadership style has some advantages, it can encourage the person making the decisions to be arrogant or narrow-minded.
- d A good leader delegates tasks based on each person's strengths, *if / whereas / since* a bad one delegates the things she doesn't want to do.
- e *Since / If / Although* every style of leadership has disadvantages, most good leaders use a combination of leadership styles.

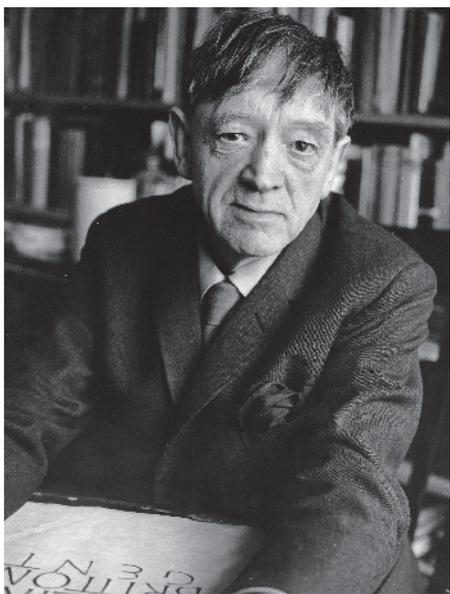
### 2 Read the biography and complete each non-defining relative clause with a word from the box.

who

which

where

when



### David Jones

David Jones, \_\_\_\_\_<sup>a</sup> was born in Kent in 1895, was a British poet and artist. At the age of fourteen he went to the Camberwell Art School in London, \_\_\_\_\_<sup>b</sup> he studied art and literature. He became famous as a writer in 1937, \_\_\_\_\_<sup>c</sup> he published his first long poem, *In Parenthesis*, \_\_\_\_\_<sup>d</sup> was inspired by his experiences as a soldier in the First World War. The poem, \_\_\_\_\_<sup>e</sup> is very complex, describes Jones' experiences of the war using literary and mythological allusions. Many of the myths and poems Jones refers to are from Wales, \_\_\_\_\_<sup>f</sup> his father was born. *In Parenthesis* was greatly admired by the poet and critic T. S. Eliot, \_\_\_\_\_<sup>g</sup> supervised its publication and later wrote about the poem. Jones is also famous for another long poem, *The Anathemata*, and for his paintings, engravings and wood carvings.

**3 Complete each gap with a colon (:), semicolon (;) or comma (,).**

- a Some employers make their staff work very long days\_\_\_ but this does not always increase productivity.
- b Some people like to work from home\_\_\_ others prefer an office environment.
- c Although employers sometimes argue that they can put well-paid workers under pressure\_\_\_ the workers usually do not agree.
- d Some workers find it difficult to see their friends or family\_\_\_ they have to work at the weekend or on public holidays.
- e Working from home used to be quite unusual\_\_\_ whereas now it is quite common.
- f Going to the gym can improve your physical health\_\_\_ it can also increase your sense of wellbeing.
- g Many employers have rules that reinforce gender stereotypes\_\_\_ men have to wear suits\_\_\_ women have to wear skirts or dresses.

**4 Combine the sentences. Choose a conjunction from the box to link each pair of sentences.**

and                      or                      so                      but                      because                      whereas

- a Teachers at schools and universities became concerned that students couldn't concentrate. They introduced regular mindfulness sessions.  
\_\_\_\_\_
- b Mindfulness originates in Buddhism. It is popular today in non-religious contexts.  
\_\_\_\_\_
- c Many people judge their thoughts as good or bad. Mindfulness encourages them to notice thoughts without judging them.  
\_\_\_\_\_
- d Many people think a lot about the past. They worry about the future.  
\_\_\_\_\_
- e Some schools practise mindfulness with five year olds. Young children can find life very stressful, sad or distracting.  
\_\_\_\_\_
- f Mindfulness encourages you to pay attention to the present moment. Many people find this helpful.  
\_\_\_\_\_
- g Accepting negative thoughts is an important part of the practice. People who are depressed or in pain often find this very difficult.  
\_\_\_\_\_

**5 Rewrite the sentences. Add the phrases in brackets to the highlighted noun phrase.**

a The camera was produced in 1888. (hand-held / first)

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b The lighting is very confusing. (background / in the original photo)

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c This background makes the foreground look very different. (dark / dramatically altered)

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d The golden ratio is a principle. (geometric / important / of art, photography and architecture)

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e The ratio has been used in works of art. (extremely / some / highly regarded)

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f In the rule of thirds, the main elements of the composition should be placed on the lines. (that separate the image into nine parts / horizontal and vertical)

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**6**  **Swap a piece of your writing with a partner.**

- Find a sentence in your partner's work that is complex in some way. How is it complex? Discuss your ideas together.
- Find a sentence which could be made more complex. How would you rewrite it? Again, discuss your ideas together.

## Reflect

**7 Reread the sentences in Exercise 5. Identify the grammatical types of the words in each rewritten noun phrase.**