

28 Practice

Exercise 1

Combine each pair of sentences by including the word given in brackets.

- 1 Last year we introduced a new line. It's aimed at the youth market. (that)
The new line that we introduced last year is aimed at the youth market.
- 2 I'd like you to meet a colleague. He could be a useful contact for you. (who)
I'd like you to meet a colleague
- 3 A candidate's CV is on your desk. She deserves an interview. (whose)
The candidate deserves an interview.
- 4 A visitor is coming next week. She's from our Paris office. (who)
The visitor is from our Paris office.
- 5 Tom took me to a restaurant. It was called 'Noodle Heaven'. (that)
The restaurant was called 'Noodle Heaven'.
- 6 I heard a man's presentation. He was an investment banker. (whose)
The man was an investment banker.
- 7 Here is a mobile phone. I was telling you about it. (that)
Here is the mobile phone
- 8 Over there is a site. They're going to build a new factory. (where)
The site is over there.

Exercise 3

Underline the correct words. This exercise includes some revision of unit 28.

- 1 The flight which/who I'm taking leaves from Terminal 2.
- 2 She's from the company which/whose products we distribute.
- 3 Everyone who/which was at the meeting will receive a copy of the minutes.
- 4 Message. To whom/who it may concern: please do not leave dirty coffee cups here.
- 5 There were some interesting ideas at the meeting that/what I went to.
- 6 It's not the first time that/what they've done this.
- 7 That/What I like best about my job is the contact with people.
- 8 Has anybody seen the folder what/that I left on this desk?
- 9 The room where/that I work has very little natural light.
- 10 The room where/that I work in has very little natural light.

Exercise 4

Complete the sentences with *what*, *which* or *who*, or tick (✓) the space if the sentence is already correct.

- 1 There's a lot of noise from the builders ✓ working next door.
- 2 Mike doesn't really know what he wants in his career.
- 3 I was talking to a man going to the same conference as us.
- 4 I was talking to a man is going to the same conference as us.
- 5 I asked her she was thinking.
- 6 This is a new drug was developed at our Cambridge laboratories.
- 7 This is a new drug developed at our Cambridge laboratories.
- 8 This drug, was developed at our Cambridge laboratories, is fantastic.
- 9 This drug, developed at our Cambridge laboratories, is fantastic.
- 10 we need now is better brand recognition.
- 11 The 'assets' include everything owned by the company.
- 12 I didn't really understand he was talking about.

Exercise 2

Complete the sentences with *who*, *whose* or *that*.

- 1 The customer whose company I visited is phoning this afternoon.
- 2 The manual they sent explains everything.
- 3 It's difficult to say this fax was sent by.
- 4 The candidates CVs I looked at this morning were all very good.
- 5 I don't remember I spoke to when I called yesterday.
- 6 Your colleague, I met this morning, had a different opinion.
- 7 Toyota is a manufacturer reputation is excellent all over the world.
- 8 The contract you showed me before was different to this one.
- 9 I can't remember I invited to the meeting.
- 10 Do you know Catherine works for?
- 11 The consultant, seems very young, is speaking to Martin Sommer.
- 12 They promoted the manager sales team was most successful.

Exercise 4

Rewrite the formal sentence as everyday informal sentences, beginning as shown.

- 1 These are the colleagues with whom I went to the conference.
These are the colleagues I went to the conference with
- 2 This is the breakthrough for which we have been waiting.
This is the breakthrough we
- 3 That's the hotel at which I stayed.
That's the hotel I
- 4 When I call the accountants, Richard is the person with whom I usually deal.
When I call the accountants, Richard is the person I
- 5 This is the catalogue from which we choose the samples.
This is the catalogue we
- 6 This is the area for which I am responsible.
This is the area I