The following chart lists the structure for reduced adjective clauses and rules for how and when reduced forms can be used:

REDUCED ADJECTIVE CLAUSES		
with a *be*-verb in the adjective clause	~~(ADJECTIVE CONNECTOR/SUBJECT)~~ ~~(*who* *which* *that*)~~	~~(BE)~~
with no *be*-verb in the adjective clause	~~(ADJECTIVE CONNECTOR/SUBJECT)~~ ~~(*who* *which* *that*)~~	(VERB + *ING*)

- To reduce an adjective clause, omit the adjective clause connector/subject and the *be*-verb.
- If there is no *be*-verb, omit the connector/subject and change the main verb to the *-ing* form.
- Only reduce an adjective clause if the connector/subject is directly followed by the verb.
- If an adjective clause is set off with commas, the reduced clause can be moved to the front of the sentence.

EXERCISE 13: Each of the following sentences contains an adjective clause, in a complete or reduced form. Underline the adjective clauses. Then indicate if the sentences are correct (C) or incorrect (I).

C 1. We will have to return the merchandise purchased yesterday at the Broadway.

I 2. The children sat in the fancy restaurant found it difficult to behave.

____ 3. Serving a term of four years, the mayor of the town will face reelection next year.

____ 4. The brand new Cadillac, purchasing less than two weeks ago, was destroyed in the accident.

____ 5. The fans who supporting their team always come out to the games in large numbers.

____ 6. The suspect can be seen in the photographs were just released by the police.

____ 7. The food placing on the picnic table attracted a large number of flies.

____ 8. Impressed with everything she had heard about the course, Marie signed her children up for it.

____ 9. The passengers in the airport waiting room, heard the announcement of the canceled flight, groaned audibly.

____ 10. Dissatisfied with the service at the restaurant, the meal really was not enjoyable.

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SKILL 14: USE REDUCED ADVERB CLAUSES CORRECTLY

Adverb clauses can also appear in a reduced form. In the reduced form, the adverb connector remains, but the subject and *be*-verb are omitted.

Although he is rather unwell, the speaker will take part in the seminar.

When you are ready, you can begin your speech.

These two examples may be used in either the complete or reduced form. In the reduced form, the adverb connectors *although* and *when* remain; the subjects *he* and *you* as well as the *be*-verbs *is* and *are* are omitted.

If there is no *be*-verb in the adverb clause, it is still possible to have a reduced form. When there is no *be*-verb in the adverb clause, the subject is omitted and the main verb is changed into the *-ing* form.

Although he feels rather sick, the speaker will take part in the seminar.

When you give your speech, you should speak loudly and distinctly.

In the first example the adverb clause *although he feels rather sick* does not include a *be*-verb; to reduce this clause, the subject *he* is omitted and the main verb *feels* is changed to *feeling*. In the second example the adverb clause *when you give your speech* also does not include a *be*-verb; to reduce this clause, the subject *you* is omitted and the main verb *give* is changed to *giving*.

The following example shows how this sentence pattern could be tested in structure questions on the TOEFL test.

Example from the Paper and Computer TOEFL® Tests

When _____, you are free to leave.

(A) the finished report
(B) finished with the report
(C) the report
(D) is the report finished

In this example you should notice the adverb connector *when,* and you should know that this time word could be followed by either a complete clause or a reduced clause. Answers (A) and (C) contain the subjects *the finished report* and *the report* and no verb, so these answers are incorrect. In answer (D) the subject and verb are inverted, and this is not a question, so answer (D) is incorrect. The correct answer is answer (B); this answer is the reduced form of the clause *when you are finished with the report.*

It should be noted that not all adverb clauses can appear in a reduced form, and a number of adverb clauses can only be reduced if the verb is in the passive form.

Once you submit your thesis, you will graduate.
(active — does not reduce)

Once it is submitted, your thesis will be reviewed.
(passive — does reduce)

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In the first example, the adverb clause *once you submit your thesis* does not reduce because clauses introduced by *once* only reduce if the verb is passive, and the verb *submit* is active. In the second example, the adverb clause *once it is submitted* does reduce to *once submitted* because the clause is introduced by *once* and the verb *is submitted* is passive.

The following chart lists the structures for reduced adverb clauses and which adverb clause connectors can be used in a reduced form:

REDUCED ADVERB CLAUSES					
with a *be*-verb in the adverb clause	(ADVERB CONNECTOR)	~~(SUBJECT)~~	~~(BE)~~		
with no *be*-verb in the adverb clause	(ADVERB CONNECTOR)	~~(SUBJECT)~~	(VERB + *ING*)		
	Time	Condition	Contrast	Place	Manner
reduces in ACTIVE	*after* *before* *since* *while*	*if* *unless* *whether*	*although* *though*		
reduces in PASSIVE	*once* *until* *when* *whenever*	*if* *unless* *whether*	*although* *though*	*where* *wherever*	*as*

- To reduce an adverb clause, omit the subject and the *be*-verb from the adverb clause.
- If there is no *be*-verb, then omit the subject and change the verb to the *-ing* form.

EXERCISE 14: Each of the following sentences contains a reduced adverb clause. Circle the adverb connectors. Underline the reduced clauses. Then indicate if the sentences are correct (C) or incorrect (I).

C 1. (If) not completely satisfied, you can return the product to the manufacturer.

I 2. Steve has had to learn how to cook and clean (since) left home.

____ 3. The ointment can be applied where needed.

____ 4. Tom began to look for a job after completing his master's degree in engineering.

____ 5. Although not selecting for the team, he attends all of the games as a fan.

____ 6. When purchased at this store, the buyer gets a guarantee on all items.

____ 7. The medicine is not effective unless taken as directed.

____ 8. You should negotiate a lot before buy a new car.

____ 9. Once purchased, the swimsuits cannot be returned.

____ 10. Though located near the coast, the town does not get much of an ocean breeze.

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EXERCISE (Skills 13–14): Each of the following sentences contains a reduced clause. Underline the reduced clauses. Then indicate if the sentences are correct (C) or incorrect (I).

_____ 1. Though was surprised at the results, she was pleased with what she had done.

_____ 2. Wearing only a light sweater, she stepped out into the pouring rain.

_____ 3. The family stopped to visit many relatives while driving across the country.

_____ 4. The company president, needed a vacation, boarded a plane for the Bahamas.

_____ 5. When applying for the job, you should bring your letters of reference.

_____ 6. She looked up into the dreary sky was filled with dark thunderclouds.

_____ 7. Feeling weak after a long illness, Sally wanted to try to get back to work.

_____ 8. Before decided to have surgery, you should get a second opinion.

_____ 9. The construction material, a rather grainy type of wood, gave the room a rustic feeling.

_____ 10. The application will at least be reviewed if submitted by the fifteenth of the month.

TOEFL EXERCISE (Skills 13–14): Choose the letter of the word or group of words that best completes the sentence.

1. When _____ nests during spring nesting season, Canadian geese are fiercely territorial.
   (A) building
   (B) are building
   (C) built
   (D) are built

2. In 1870, Calvin, along with Adirondack hunter Alvah Dunning, made the first known ascent of Seward Mountain, _____ far from roads or trails.
   (A) a remote peak
   (B) it is a remote peak
   (C) a remote peak is
   (D) which a remote peak

3. Kokanee salmon begin to deteriorate and die soon _____ at the age of four.
   (A) they spawn
   (B) after spawning
   (C) spawn
   (D) spawned the salmon

4. _____ behind government secrecy for nearly half a century, the Hanford plant in central Washington produced plutonium for the nuclear weapons of the Cold War.
   (A) It is hidden
   (B) Hidden
   (C) Which is hidden
   (D) The plant is hiding

5. Until _____ incorrect, astronomers had assumed that the insides of white dwarfs were uniform.
   (A) they
   (B) their proof
   (C) the astronomers recently proven
   (D) recently proven

6. _____ artifacts from the early Chinese dynasties, numerous archeologists have explored the southern Silk Road.
   (A) They were searching for
   (B) It was a search for
   (C) Searched for
   (D) Searching for

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7. In Hailey, the best-known lecturer was women's rights activist Abigail Scott Duniway of Portland, Oregon, who could usually be persuaded to speak _____ town visiting her son.

   (A) she was in
   (B) while in
   (C) while she was
   (D) was in

8. The National Restaurant _____ Washington, says that federal efforts to regulate workplace smoking would limit restaurants' ability to respond to the desires of their patrons.

   (A) Association in
   (B) Association is in
   (C) Association which is in
   (D) Association, based in

9. _____ in North American waterways a little over a decade ago, zebra mussels have already earned a nasty reputation for their expensive habit of clogging water pipes in the Great Lakes area.

   (A) The first sighting
   (B) Although first sighted
   (C) Zebra mussels were first sighted
   (D) First sighting

10. Small companies may take their goods abroad for trade shows without paying foreign value-added taxes by acquiring _____ an ATA carnet.

    (A) a document calls
    (B) a document called
    (C) calls a document
    (D) called a document

TOEFL REVIEW EXERCISE (Skills 1–14): Choose the letter of the word or group of words that best completes the sentence.

1. In the United States _____ approximately four million miles of roads, streets, and highways.

   (A) there
   (B) is
   (C) they
   (D) there are

2. _____ twelve million immigrants entered the United States via Ellis Island.

   (A) More than
   (B) There were more than
   (C) Of more than
   (D) The report of

3. The television, _____ so long been a part of our culture, has an enormous influence.

   (A) has
   (B) it has
   (C) which
   (D) which has

4. Psychologists have traditionally maintained that infants cannot formulate long-term memories until _____ the age of eight or nine months.

   (A) they
   (B) they reach
   (C) to reach
   (D) reach

5. _____ a cheese shop has since grown into a small conglomerate consisting of a catering business and two retail stores.

   (A) In the beginning of
   (B) It began as
   (C) Its beginning which was
   (D) What began as

6. Primarily a government contractor, _____ preferential treatment from government agencies as both a minority-group member and a woman.

   (A) receives Weber
   (B) Weber receives
   (C) the reception of Weber
   (D) according to Weber's reception

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7. Because the project depends on _____ at the federal level, the city and county may have to wait until the budget cutting ends.

   (A) it happens
   (B) which happening
   (C) what happens
   (D) that it happens

8. _____ definitive study of a western hard-rock mining community cemetery appears to have been done is in Silver City, Nevada.

   (A) Most
   (B) The most
   (C) Where most
   (D) Where the most

9. One of the areas of multimedia that is growing quickly _____ is sound.

   (A) yet is easily overlooked
   (B) is easily overlooked
   (C) it is easily overlooked
   (D) that is easily overlooked

10. _____, early approaches for coping with workplace stress dealt with the problem only after its symptoms had appeared.

    (A) Although well-intending
    (B) Although it is a good intention
    (C) Although a good intention
    (D) Although well-intended

SENTENCES WITH INVERTED SUBJECTS AND VERBS

Subjects and verbs are inverted in a variety of situations in English. Inverted subjects and verbs occur most often in the formation of a question. To form a question with a helping verb (*be, have, can, could, will, would,* etc.), the subject and helping verb are inverted.

He can go to the movies.
Can he go to the movies?

You would tell me the truth.
Would you tell me the truth?

She was sick yesterday.
Was she sick yesterday?

To form a question when there is no helping verb in the sentence, the helping verb *do* is used.

He goes to the movies.
Does he go to the movies?

You told me the truth.
Did you tell me the truth?

There are many other situations in English when subjects and verbs are inverted, but if you just remember this method of inverting subjects and verbs, you will be able to handle the other situations. The most common problems with inverted subjects and verbs on the TOEFL test occur in the following situations: (1) with question words such as *what, when, where, why,* and *how;* (2) after some place expressions; (3) after negative expressions; (4) in some conditionals; and (5) after some comparisons.

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