



Writing Emails Audio Course Season 1

Episode 6: Giving Information Part 1 – Relative Clauses

Lesson objective

In episode six we look at relative clauses. Relative clauses can begin with which, who, that, where, whose.

Which

We use 'which' when we talk about things.

For example:

Did you see the dog which is in the office today?

Who

We use 'who' when we talk about people.

For example:

They're the people who want to buy the company.

That

We use 'that' instead of 'who'/'which'.

For example:

I request you send me the files that can be found on the G-Drive.

Where

We use 'where' when we talk about a place or places.

For example:

I can't remember where they said the meeting was going to be.



Whose

We use 'whose' instead of the pronouns (his/her/their).

For example:

I just had an interview with a woman whose name was Susan.

In other words: I had an interview with a woman. Her name was Susan.
