



Writing Emails Audio Course Season 1

Episode 7: Giving Information Part 2 – Adverbs of Time

Lesson objective

In episode seven we look at adverbs of time which are another way we give information. Adverbs of time tell us when certain actions take place. We also discussed adverb clauses. An adverb clause, together with the independent clause, shows if two actions take place at the same time or if they take place at different times in the past, present and future.

Starting a clause with an adverb of time

When you begin a sentence with an adverb of time you usually follow it with a comma.

Here's an example:

Adverb + subject + verb + subject + (verb).

(While) + (I was) + (writing) (,) + (the email) + (arrived).

The first part of the sentence (*while I was writing*) is a dependant clause. This is because we have started the sentence with an adverb of time. It is dependant on the second half of the sentence completing it. The second clause is independent (*the email arrived*) because it is a complete sentence on its own.

Following a main clause with an adverb of time

When an adverb of time follows the main clause then it doesn't have a comma following it.

Here's an example:

Subject + verb + adverb + subject + verb

(I was) + (writing) + (while) + (the email) + (arrived)

Notice how everything has changed. The first part of the sentence (*I was writing*) has become the independent clause. The second part of the sentence (*while the email arrived*) is a dependant clause.

Further Examples

After

An action that takes place secondary to other actions.

For example:

After you go, I'll lock up the office.

I'll lock up the office, after you go.

As soon as

This shows urgency, the action must happen immediately.

For example:

As soon as I graduate, I will move to Edinburgh.

I will move to Edinburgh as soon as I graduate.

As

Actions happening at the same time.

As you listen to the presentation, you should take notes.

You should take notes as you listen to the presentation.

Before

An action must happen in order for another to take place.

For example:

Before you go, I'd like you to file the invoices.

File the invoices before you go.

Every time

This shows something is frequent/common.

For example:

Every time I work with her, I feel happy.
I feel happy every time I work with her.

By the time

When an action takes place, another immediately happens.

For example:

By the time I've finished this report it'll be midnight.
It'll be midnight by the time I've finished this report.

Once

Meaning it has only happened one time.

For example:

Once, I had a written warning.
I had a written warning once.

Since

An action that took place in the past that connects to the present.

For example:

I've worked for this company since I was twenty-two.
Since I was twenty-two, I worked for this company.

When

An action that takes place when another either happens or just happened.

For example:

When you get home, don't forget to send that email.
Don't forget to send that email when you get home.

Whenever

This shows something is frequent/common.

For example:

Whenever I speak, he talks over me.
He talks over me whenever I speak.



While

An action that takes place at the same time as another.

For example:

While you wait, you should read the manual.

Read the manual while you wait.

Until

An action that is happening presently whilst waiting for another action to happen in the future.

For example:

Until he joins us, I'll wait here.

I'll wait here until he joins us.
