

## 15 Sentence structure

### A Read the information about sentence structure.

A simple affirmative sentence in English typically has the order Subject + Verb + Object. Each part can be a phrase rather than a single word:

|                    |                     |                            |
|--------------------|---------------------|----------------------------|
| <i>This report</i> | <i>will analyse</i> | <i>last year's budget.</i> |
| Sub                | Vb                  | Obj                        |

There can be an adverb phrase as well, and it often comes at the end. Adverbs say how (*quickly*), where (*at our offices*) or when (*next week*) something happens. If we have several adverbs together, the usual word order is HOW – WHERE – WHEN. Look at these examples:

|              |                           |                       |                   |                    |                                  |
|--------------|---------------------------|-----------------------|-------------------|--------------------|----------------------------------|
| <i>I</i>     | <i>am looking forward</i> | <i>to our meeting</i> | <i>in Munich</i>  | <i>next month.</i> |                                  |
| Sub          | Vb                        | Obj                   | Adv (where)       | Adv (when)         |                                  |
| <i>Sales</i> | <i>rose</i>               | <i>by over 10%</i>    | <i>in Hungary</i> | <i>last year.</i>  | (‘rise’ does not take an object) |
| Sub          | Vb                        | Adv (how)             | Adv (where)       | Adv (when)         |                                  |

Now rewrite the sentences (1–4) below with the correct word order. Start sentences with a capital letter.

- 1 me you may remember we business cards last week at the Trade Fair exchanged.  
.....
- 2 well is going our advertising campaign we should until June consider extending it.  
.....
- 3 about availability of rooms in July to ask I am writing I need for 3 nights a single room.  
.....
- 4 next weekend to my parents I am going for a long time I haven't them seen.  
.....

### B Read the information on making complex sentences.

You can make complex sentences by combining simple ones:

|                     |                              |  |            |          |
|---------------------|------------------------------|--|------------|----------|
| <i>I</i>            | <i>am sorry to say</i>       | <i>I can't accept your invitation on this occasion</i> | <i>but</i> | <i>I</i> |
| Sub                 | Vb                           | Obj  |            | Sub      |
| <i>hope to make</i> | <i>another trip to Paris</i> | <i>when I have more time later this year.</i>          |            |          |
| Vb                  | Obj                          | Adv (when)   |            |          |

- There are two main clauses, joined by the linking word ‘but’.
- The phrase *I can't ... occasion* is a full clause, with a subject, verb, object and adverb.
- The phrase *I have ... year* is a full clause, with a subject, verb, object and adverb.

Now rewrite sentences (1–5) with the correct word order.

1 I am writing to let you know from Head Office in Munich I am coming to visit next month that your offices in Moscow.

2 This will be in Central Europe part of a visit to all our subsidiaries that I am making.

3 to consult with you I will take the opportunity about our strategic plan for Central Europe, which for some time we have been working on.

4 I would also like our production facility while I am in Moscow to visit and if there is time, as well some of the local suppliers.

5 I will contact you again when I can travel the exact dates as soon as I know.

**C** Put the lines in the emails below into the correct order.

**Email 1**

I am writing to thank you 1  
The meetings were very productive, and 4  
As well as the business side of things, 7  
The next time that you are in Munich 11  
Please give my regards .....  
for your hospitality .....  
during my recent trip to Paris. ....  
I really appreciated the time you took .....  
I am sure that they lay the basis for .....  
to show me Notre Dame, and .....  
to your colleagues in the Paris office, .....  
the wonderful meal that we had afterwards. ....  
a good long-term business relationship. ....  
it will be my pleasure to return your kindness. ....  
it was a great pleasure to meet them all. 15

**Email 2**

Thank you for taking the time to attend 1  
Unfortunately, we have to inform you that .....  
As we mentioned in the interview, we had 5  
While we were impressed with your interview, 8  
We appreciate your interest in 12  
many applicants for this position .....  
your application has not been successful. ....  
an interview with us last week. ....  
we did not feel .....  
working with us, .....  
that you have the necessary skills .....  
and we would like to take this opportunity .....  
and experience for the position. ....  
and the standard of candidates was very high. ....  
to wish you every success in the future. 15