

Task 2 Using *which* to organize information

1 Answer the questions about the list of technologies.

computers automatic doors mobile phones video games
TV remote controls MP3-players satellite navigation systems
digital cameras

- Which of the technologies can help people and which can make life more difficult?
- Which technologies might make people more lazy?
- Which technologies do you find annoying and which impressive?

2 Read the Task 2 question. What two key elements must you include in your answer? Underline the **organizing words** which tell you this.

A recent survey has shown that people of all ages are losing the ability to perform basic practical tasks and processes at work. What do you think are the main causes of this? What solutions can you suggest?

3 Read the following paragraph written by a student and answer questions a–e.

People generally are losing traditional practical skills which they need to function in everyday life. This has come about, in my opinion, because people are now so over-reliant on machines. For example, computers in one form or another perform many of the tasks that people used to do themselves such as office functions, opening and locking doors, or switching machines on and off. Consequently, workers cannot do basic practical tasks in depth, which in turn has an impact on how to process basic information mentally when they are at work.

- What kind of skills are people losing?
- What is the cause of this?
- Which examples are given?
- What is the practical consequence of all this?
- What is the mental consequence?

4 In each sentence below, what does the word in italics refer to?

- People often allow the TV to do their thinking for them at home, *which* in turn has an impact on their mental performance at work. (Effect)
- People generally are losing traditional practical skills *which* they need to function in every day life.

5 Combine the following pairs of sentences using *which*.

- a Sometimes, computers make mistakes and prevent things happening. This wastes valuable time and can cost money.
.....
- b TV programmes provide people with information about the world around them. This information is often very useful.
.....
- c Machines now give us more freedom. This means that we have more time for leisure activities.
.....
- d Technology saves us more and more time. This time can be used to create more machines.
.....
- e More and more household tasks are now carried out by robots. They will be even more common in the future.
.....
- f Everything seems to be available at the touch of a button. This makes people expect instant responses from other people.
.....

Technique

Use *which* as a trigger word to add detail to your writing.

6 What does *which* refer to in each of your answers in 5? In which cases does the *which* clause express an effect as in 4a?

7 When combining sentences, a *which* clause often contains information that is non-essential to the sentence. Read the examples. Then combine the sentences in a–e, deciding which information is non-essential.

Examples

News broadcasts about world disasters, *which* are now available 24 hours a day, can make people feel anxious.

The situation, *which* people blame the government for, is everyone's fault.

- a The situation has now become much more complex. It is effectively out of control.
.....
- b The problem is everyone's responsibility. The public blame the government for it.
.....
- c The cause of the problem is the lack of basic training. The cause is not immediately obvious to everyone.
.....
- d The solution is, in my opinion, by far the best. The solution is to have a day at work where people do not use computers or other machines.
.....
- e Office technology is the cause of much frustration at work. It requires only basic training to use.
.....