

1. That OR Which?

Consider *any* information *before* the ____.

CASE 1-A. Unclear identification.

The house ____ ...

In this context, using *any* information *before* the ____, do you have a clear identification? No. Unclear.

Since the ID is unclear, use *that* with **NO** commas.

The house that Jack built is beige.

CASE 1-B. Clear identification

Look next door to the west. The house ____ ...

In this context, using *any* information *before* the ____, do you have a clear identification? Yes. Clear.

Since the ID is clear, use *which* with commas.

The house, which Jack also built, is on fire.

Unclear ID: Use *that* **OR** Clear ID: Use *which*
with **NO** commas with commas

2. Who OR Whom?

Tip. A collective singular or a unit (Congress, a team) is **NOT** considered to be a person(s). So, use *that* **OR** *which*.

The team ____ *won the tourney had lost twice.*

If a person(s), use **TWO** independent steps.

The players ____ *won the tourney had lost twice.*

STEP 1. Determine *no commas* **OR** *commas*.

Consider *any* information *before* the ____.

CASE 1-A. Unclear identification.

Firefighters ____ ...

Since the ID is unclear, use **NO** commas.

So far: **The firefighters** ____ ...

CASE 1-B. Clear identification.

Their chief ____ ...

Since the ID is clear, use a pair of commas.

Or use *parentheses*. So far: **Their chief,** ____ ...

Unclear ID: **OR** Clear ID:
Use **NO** commas Use commas

STEP 2. Look at what is underlined.

CASE 2-A. *Who*.

Firefighters ____ *enter burning houses are brave.*

Is it "They enter" or "Them enter"?

The correct underlined pronoun is *they*. So, use *who*.

Tip: He, she, they, and *who* all end in vowels.

Firefighters who enter burning houses are brave.

CASE 2-B. *Whom*.

Their chief, ____ *the firefighters adore, is clever.*

Is it "He the firefighters adore" = "(They) adore he"?

OR "Him the firefighters adore" = "(They) adore him"?

The correct underlined pronoun is *him*. So, use *whom*.

Tip: Him, her, them, and *whom* all end in consonants.

Their chief, whom the firefighters adore, is clever.

He, she, they: **OR** Him, her, them:
Use *who* Use *whom*

EXERCISES:

The house ____ is next door is painted yellow.

The yellow house (____ is next door) is also on fire.

The yellow house, ____ is next door, is also on fire.

The book ____ I am reading is there on the table.

The 2008 yearbook (____ needs rebinding) is here.

The 2008 yearbook, ____ needs rebinding, is here.

The woman ____ paints is clever. Hint: "She paints."

The woman ____ the artist paints is pretty.

Hint: "Her the artist paints." = "The artist/ (She) paints her."

The team members ____ played rough were tired.

The team ____ played rough was tired.

TERMS: *That* starts a defining or restrictive clause or phrase.

Which starts a non-defining or non-restrictive clause or phrase.