

General

Participles come from verbs, and are words like working/ worked, giving/given. There are present ones and past ones. You can use them in different ways;

Use like relative pronouns

Use them like relative pronouns, 'who' and 'which'.

Use present ones (verb+ -ing) when there's an **active¹** meaning.

Use past ones (often verb + -ed but with many exceptions) when there is a **passive²** meaning.

Present and past participles are a grammar structure not a tense. So when you use a participle, you can lose the **exact timing of events³** compared to a full verb.

Also though you can often use them like relative pronouns, you can't always. If you're not sure, use a relative pronoun instead.

Use like linking words

Use them **instead of⁴**, or **after⁵**, certain linking words; *sequence* - eg and, after & while
cause/effect - eg because & so

Progression

Like relative pronouns, participles are a feature of academic writing, and a way to avoid too many simple sentences. This means that you can use these words to build up your sentences. When sentences get longer, it is useful to **use commas⁶**.

As mentioned, participles are not a tense. However, there is a type of **'past form⁷**. You use it to describe **events that happened before the main verb**;

Use 'having' + past participle for the **active^a**,

Use 'having been' + past participle for the **passive^b**.

PRESENT = active (-ing)

PAST = passive (-ed etc)

Use like relative pronouns

The woman **who worked¹** at Smithson's was highly qualified.

The woman **who was employed²** by Smithson's was highly qualified.

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The woman **working¹** at Smithson's was highly qualified.

The woman **employed²** by Smithson's was highly qualified.

The company which **has taken³** over Smithson's, is a US firm

Smithson's, which **has been taken³** over by Klein, is a US firm

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The company **taking³** over Smithson's, is a US firm.

Smithson's, **taken³** over by Klein, is a US firm

Use like linking words

She worked in IT **and⁴** trained staff to enter data.

She was given a budget **and⁴** spent it on materials.

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Working in IT, she trained staff to enter data. / She worked in IT, training staff to enter data.

Given a budget, she spent it on materials.

While he worked, he built up a network of contacts.

While he was employed, he built up a network of contacts.

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While⁵ working, he built up a network of contacts.

While⁵ employed, he built up a network of contacts.

Because⁴ he did not like his job, he left.

He was not given promotion **so⁴** he left.

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Not liking his job, he left.

Not given promotion, he left.

Progression

The business was a huge success.

The business,⁶ founded in 1987,⁶ was a huge success.

The business was a huge success,⁶ expanding year by year.

The manager left because he had become ill. =

The manager left, **having become^{7a}** ill.

Investors had been advised to invest in high-risk industries, and so did well. =

Having been advised^{7b} to invest in high-risk industries, investors did well.