

Name: _____

Working with Adverbs

Adverbs give us more information about the verb (action) in a sentence. They can tell us where, when, or how something is happening.

Add an adverb to complete each sentence. Write it on the line.
A clue inside the parentheses will tell you which kind of adverb to use.



1. She typed the complicated document _____ (how)
2. The multiple telephones rang _____ (when)
3. The receptionist greeted the client _____ (how)
4. He learned to save his computer files _____ (when)
5. The new lunch area for staff is located _____ (where)
6. Supplies can be picked up _____ (where)
7. The cleaning crew cleaned the office _____ (how)
8. The crew cleans the busy office _____ (when)
9. The client shouted at the agent _____ (how)
10. We'll have information on the company _____ (when)
11. Peter and Steven check their e-mail _____ (when)
12. The new client signed with our company _____ (when)
13. The boss shook his best employee's hand _____ (how)
14. The secretary stacked up the envelopes _____ (how)
15. He slammed the door to his office _____ (how)
16. She left her job when she moved _____ (where)

Working with Adverbs

Name: Key

Adverbs give us more information about the verb (action) in a sentence. They can tell us where, when, or how something is happening.

Sample answers given. Accept all reasonable answers.

Add an adverb to complete each sentence. Write it on the line.
A clue inside the parentheses will tell you which kind of adverb to use.



1. She typed the complicated document expertly (how)
2. The multiple telephones rang constantly (when)
3. The receptionist greeted the client cheerfully (how)
4. He learned to save his computer files frequently (when)
5. The new lunch area for staff is located outside (where)
6. Supplies can be picked up there (where)
7. The cleaning crew cleaned the office thoroughly (how)
8. The crew cleans the busy office daily (when)
9. The client shouted at the agent loudly (how)
10. We'll have information on the company soon (when)
11. Peter and Steven check their e-mail often (when)
12. The new client signed with our company yesterday (when)
13. The boss shook his best employee's hand gratefully (how)
14. The secretary stacked up the envelopes neatly (how)
15. He slammed the door to his office angrily (how)
16. She left her job when she moved away (where)