

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)