

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)