

Name: _____ School: _____ Gr: _____

Effective Writing

Rewrite these sentences to make them more effective. Your sentences may be different from the answers given in the book.

1. We are no longer able to reconcile; therefore, attorneys will be used to effect the dissolution of our marriage.
2. The weather had adverse impacts on our boat resulting in the necessity to rescue us from the water.
3. The leak in the bottom of the boat was due to poor maintenance on the part of the crew.
4. Our marriage ended in a divorce.
5. The boy was struck in the face by the pie as it flew from the girl's hand.
6. It was not likely that no one would want to claim ownership of the new sports car.
7. There are many ideas that are worth exploring by us at this meeting.
8. Martin could not find time to work, shop, and go for walks with the dogs.
9. Jordan did not believe that Serena had embarrassed him unintentionally.
10. It is a shame that there are so many holidays that go uncelebrated.
11. While singing in the shower, the bar of soap slipped from her hands.
12. Looking back, the dog was following us.

13. Lying on a stretcher, they carried him out.

14. Flying out the window, he grabbed the papers.

15. Stepping off the bus, the shopping center was just ahead.

18. _____ it is a nice day tomorrow, we can go swimming.

- A) If
- B) Until
- C) When
- D) Before

19. Wait here _____ I get back.

- A) until
- B) before
- C) as soon as
- D) when

20. _____ you have any problem, just ask for help.

- A) When
- B) After
- C) Before
- D) Until

Standard English Usage

- Before, after, until, when, as soon as
- Prepositions

16. I will have a bath _____ I go to bed.

- A) when
- B) if
- C) before
- D) until

17. I'm coming to London tomorrow. I'll ring you _____ I arrive.

- A) before
- B) when
- C) until
- D) if

21. I want to get home _____ Jim comes back.

- A) if
- B) before
- C) until
- D) when

22. I'm going to have driving lessons _____ I pass my test.

- A) before
- B) when
- C) if
- D) until

23. Give me your address _____ you go home.
A) if
B) before
C) as soon as
D) until
24. Bye! I _____ you when I _____ home.
A) phoned / get
B) will phone / will get
C) phone / get
D) will phone / get
25. I'm going to bed when this TV program _____.
A) ended
B) will end
C) is going to end
D) ends
26. I'm sorry you are leaving. I _____ when you _____.
A) am glad / you are back
B) glad / will be back
C) will be glad / are back
D) am glad / will be back
27. "Give me your phone number."
"Sure. I _____ it to you before I _____."
A) will give / go
B) give / will go
C) will give / will go
D) am going to give / go
28. What's _____ TV tonight?
A) at
B) in
C) on
D) with
29. I often go abroad _____ business.
A) to
B) by
C) for
D) on
30. Do you come to school _____ bus?
A) on
B) by
C) at
D) in
31. I'm very busy _____ the moment.
A) in
B) on
C) by
D) at
32. I can't understand the instructions. They're _____ Chinese.
A) by
B) at
C) in
D) for
33. "Romeo and Juliet" is a play _____ William Shakespeare.
A) for
B) by
C) with
D) on

34. "Is Mr. James _____ work this week?"
"No. He's _____ holiday."
A) on / in
B) at / in
C) in / for
D) at / on
35. I hate being late. I like to arrive _____
time.
A) by
B) on
C) at
D) for
36. I spoke to her _____ the phone last
week.
A) at
B) like
C) on
D) by
37. I read an interesting article _____ the
paper this morning.
A) in
B) on
C) at
D) for
38. "Can I ask you something?"
"Not now. _____ a moment."
A) At
B) For
C) On
D) In
39. "Here's a birthday present _____
you."
"Oh, thank you!"
A) by
B) in
C) for
D) at
40. "Why did you open my letter?"
"I'm sorry. I did it _____ mistake."
A) with
B) at
C) by
D) on
41. I arrived _____ England last month.
A) at
B) to
C) in
D) for
42. I live _____ the third floor.
A) at
B) on
C) by
D) in
43. I met my classmates _____ the party.
A) in
B) for
C) on
D) at

44. "Why does Jane look so happy?"
"Because she's _____ love."
A) at
B) on
C) in
D) by
45. Let's go _____ a walk.
A) on
B) to
C) in
D) for
46. We arrived _____ the station five minutes late.
A) to
B) at
C) for
D) on
47. The doctor will be ready in ten minutes. Take a seat while you _____.
A) are wait
B) will wait
C) are waiting
D) wait
48. I'm going out before the shops _____.
A) will shut
B) shuts
C) are shutting
D) shut
49. I _____ by the phone until _____.
A) wait / you ring
B) will wait / you will ring
C) wait / you will ring
D) will wait / you ring
50. You must phone me as soon as _____ your exam results.
A) you get
B) you will get
C) you got
D) you are going to get
51. I hope to see you while I _____ in London.
A) am
B) will be
C) am going to be
D) was
52. _____ I win a lot of money, I'll buy you a Ferrari.
A) When
B) If
C) Until
D) As long as
53. Please turn out the lights _____ you go to bed.
A) after
B) as soon as
C) while
D) before
54. I like to relax _____ I'm on holiday.
A) while
B) before
C) if
D) as soon as

55. _____ you are the first person up in the morning, make me a cup of coffee.
A) When
B) If
C) As soon as
D) While
56. I'm going to keep asking you to marry me _____ you say "Yes".
A) while
B) when
C) until
D) before
57. We can go _____ you're ready.
A) if
B) after
C) before
D) while
58. _____ I'm having my hair cut, you can do the shopping.
A) When
B) While
C) As soon as
D) If
59. Stop at a petrol station _____ we run out of the petrol.
A) before
B) until
C) after
D) when
60. _____ you've read the newspaper, can I have it?
A) Until
B) After
C) Before
D) *
61. I am so worried about James, _____ you hear any news, phone me.
A) while
B) until
C) as soon as
D) before
62. _____ we discover life on another planet, will it be intelligent?
A) As soon as
B) When
C) Until
D) If
63. I'll have a bath _____ I go to work.
A) after
B) as soon as
C) before
D) while
64. _____ the lesson ends, I'll go home.
A) Before
B) Until
C) If
D) As soon as

Answer Key

Effective Writing

1. We are no longer able to reconcile; therefore, attorneys will be used to effect the dissolution of our marriage.
We have hired attorneys to help us with our divorce.
2. The weather had adverse impacts on our boat resulting in the necessity to rescue us from the water.
Our boat capsized in the storm so we needed rescuing.
3. The leak in the bottom of the boat was due to poor maintenance on the part of the crew.
The crew did not maintain the boat so the bottom leaked.
4. Our marriage ended in a divorce.
We divorced. OR We ended our marriage.
5. The boy was struck in the face by the pie as it flew from the girl's hand.
The girl threw the pie and it hit the boy's face.
6. It was not likely that no one would want to claim ownership of the new sports car.
Someone will most likely want to claim ownership of the new sports car.
7. There are many ideas that are worth exploring by us at this meeting.
Let's explore the many worthwhile ideas at this meeting.
8. Martin could not find time to work, shop, and go for walks with the dogs.
Martin could not find time to work, shop, and walk the dogs.
9. Jordan did not believe that Serena had embarrassed him unintentionally.
Jordan believed that Serena had embarrassed him intentionally.
10. It is a shame that there are so many holidays that go uncelebrated.
*It is a shame that so many holidays go uncelebrated. OR
I wish we celebrated more holidays.*
11. While singing in the shower, the bar of soap slipped from her hands.
The bar of soap slipped from her hands while she sang in the shower.
12. Looking back, the dog was following us.
When we looked back, we saw the dog following us.
13. Lying on a stretcher, they carried him out.
He was carried out on a stretcher.
14. Flying out the window, he grabbed the papers.
He grabbed the papers as they flew out the window.
15. Stepping off the bus, the shopping center was just ahead.
As I stepped off the bus, I saw the shopping center just ahead.

Standard English Usage

16. C
17. B
18. A
19. A
20. A
21. B
22. D
23. B
24. D
25. D
26. C
27. A

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28. C
29. D
30. B
31. D
32. C
33. B
34. D
35. B
36. C
37. A
38. D
39. C
40. C
41. C
42. B
43. D
44. C
45. D
46. B
47. C
48. D
49. D
50. A
51. A
52. B
53. D
54. A
55. B
56. C
57. B
58. B
59. A
60. B
61. C
62. D
63. C
64. D