Referencing using Pronouns

Instructions: Choose **it**, **this**, or **that**.

1. The meeting was canceled at the last minute. _____ annoyed many employees.
2. She forgot to send the report again. _____ is becoming a serious problem.
3. He made a risky decision. _____ could affect the company's future.
4. The instructions were unclear. _____ caused several mistakes.

Instructions: Each sentence contains a referencing mistake. Correct it.

1. The project failed because the budget was cut. It caused frustration.

   _____

2. She didn't follow the procedure. It was unacceptable.

   _____

3. The system was upgraded last week. This improved it performance.

   _____

4. He arrived late to the interview. It disappointed the manager.

   _____

5. The company lost several clients. That resulted in financial problems.

   _____

Instructions: Rewrite the sentences using **it**, **this**, or **that** to avoid repetition.

1. The policy change affected staff morale. The policy change caused confusion.

   _____

2. The presentation was too long. The presentation bored the audience.

   _____

3. She ignored the feedback. Her action created tension in the team.

   _____

4. The software update failed. The software update delayed the project.

   _____

LIVEWORKSHEETS