

## 1

## GRAMMAR

Underline the relative pronouns in this announcement.

If these statements describe your situation, then telecommuting may be right for you.

1. You have a job that you can do independently of your co-workers.
2. You can work productively without the pressure that you may get from supervisors.
3. Your home has a quiet room which you can use as your office.
4. You have the technology that you will need to do your job at home.
5. There are no family members who will require your attention while you are trying to work.
6. You won't miss the social interaction that many people enjoy in the workplace.
7. You don't get distracted by household chores which interfere with your work.
8. You can effectively use remote communication tools to keep in touch with those co-workers whose help you may need while you are working from home.

See your Human Resources representative for details about our telecommuting policy.

## 2

## GRAMMAR

Combine these sentences using a relative pronoun. Then write *O* if the relative pronoun is optional and *R* if the relative pronoun is required.

O 1. Physical fitness is an important goal. A lot of people try to achieve this goal.

*Physical fitness is an important goal that a lot of people try to achieve.*

\_\_\_\_\_ 2. Many people stay fit. These people find the time to work out regularly at a gym.

\_\_\_\_\_ 3. For the best results, it's important to find a gym. You like this gym.

\_\_\_\_\_ 4. It may be a good idea to hire a trainer. A trainer can work with you privately.

\_\_\_\_\_ 5. Your trainer can give you advice. The advice can help you avoid injuries.

\_\_\_\_\_ 6. If you get bored at the gym, try bringing some music. You can listen to the music while you exercise.