

## Imperative Sentences – Advanced Level Exercises

---

### A. Identify the Imperative Sentences

1. Choose the sentence that is an imperative.
  - a. You need to complete the safety training.
  - b. Complete the safety training before next week.
  - c. The safety training was completed on time.
  - d. Completing the training is recommended.
  
2. Choose the sentence that is an imperative.
  - a. The board has decided to delay the announcement.
  - b. Delay the announcement until the meeting concludes.
  - c. Delaying the announcement was unexpected.
  - d. The announcement was delayed last week.
  
3. Choose the sentence that is an imperative.
  - a. The committee will finalize the agenda.
  - b. Be sure to finalize the agenda before tomorrow.
  - c. Finalizing the agenda took longer than expected.
  - d. The agenda was finalized yesterday.
  
4. Choose the sentence that is an imperative.
  - a. Ensure all staff members receive the memo.
  - b. All staff members received the memo.
  - c. Receiving the memo was crucial.
  - d. The staff should have received the memo.
  
5. Choose the sentence that is an imperative.
  - a. The guests are reminded to remain seated.
  - b. Guests should remain seated.
  - c. Remain seated until the lights come on.
  - d. Remaining seated is advisable.

---

### B. Transform into Imperatives

**Directions:** Rewrite the following sentences as imperatives.

1. You are advised to report suspicious activity to the manager.  
→ \_\_\_\_\_
2. It would be wise to check all attachments before sending the email.  
→ \_\_\_\_\_
3. You should never enter the restricted area without permission.  
→ \_\_\_\_\_
4. It's necessary to turn off the equipment after use.  
→ \_\_\_\_\_
5. The supervisor recommends that you update your profile regularly.  
→ \_\_\_\_\_

---

### C. Fill in the Blanks with Appropriate Imperatives

**Directions:** Choose the correct imperative verb from the options provided to complete each instruction.

1. \_\_\_\_\_ your ID badge visible at all times while on the premises.  
Options: a. Hold b. Keep c. Carry d. Maintain
2. \_\_\_\_\_ the document thoroughly before you sign it.  
Options: a. Study b. Scan c. Read d. Examine
3. \_\_\_\_\_ any changes to the schedule to your team immediately.  
Options: a. Display b. Announce c. Communicate d. Forward
4. \_\_\_\_\_ a copy of your receipt for reimbursement purposes.  
Options: a. Submit b. Keep c. Destroy d. Lose
5. \_\_\_\_\_ professional even under stressful circumstances.  
Options: a. Stay b. Act c. Remain d. Become

---

### D. Error Analysis

**Directions:** One of the sentences below contains an incorrect imperative form. Identify and correct it.

1. Identify the incorrect sentence
  - a. Please read the instructions carefully.
  - b. Don't forgetting to back up your files.
  - c. Save your work regularly.
  - d. Let's review the project timeline together.
2. Identify the incorrect sentence
  - a. Kindly refrain from using your phone in the exam hall.
  - b. Do not bring unauthorized materials into the testing area.
  - c. Be submit your assignment before the due date.
  - d. Make sure you write your name on the answer sheet.
3. Identify the incorrect sentence
  - a. Let's not argue about this again.
  - b. Please be quiet during the presentation.
  - c. Be cooperate with the new policy.
  - d. Keep your comments respectful and relevant.
4. Identify the incorrect sentence
  - a. Don't hesitate to ask if you need clarification.
  - b. Please confirming your attendance by Friday.
  - c. Use the main entrance after 6 PM.
  - d. Sign in at the front desk.
5. Identify the incorrect sentence
  - a. Handle the equipment with care.
  - b. Kindly checking the system updates daily.
  - c. Let's take a short break.
  - d. Refer to the manual for troubleshooting steps.