1. **Use shortened clauses instead of full clauses.**
2. When I approached the city, I began to feel excited.
3. I had had an email that was written by an old schoolmate of mine.
4. After he had moved to LA, Zack had understood what he’d been missing.
5. Although he was born on a farm, he immediately fell in love with the city lights.
6. If he was hired, he could work as an extra in the film industry, he thought.
7. People who come to the Tinsel Town often have unrealistic expectations.
8. Before I bought a pickup truck, I’d been saving money for quite some time.
9. Eventually Zack acted in a TV series that was shot in Nevada.
10. He started dating a girl who worked as a sound technician on the film set.
11. As I arrived in the Valley, I took a room in a motel and fell asleep.

**2. Use full sentences instead of shortened clauses.**

1. Seeing the rescue team, I knew I’d be safe.
2. Taken to hospital fast, I could make a full recovery.
3. Not wearing a helmet, I had sustained a head injury.
4. Though in pain, I managed to tell the my name.
5. Before being seen by a doctor, I texted my mum where I was.
6. The paramedics rushing me to hospital were very friendly and efficient.
7. My bike, broken and abandoned, would have to be picked up later.
8. Having phoned my dad, my mum came to visit me at the hospital.
9. My sister not wanting to see me like that, Mum came alone.
10. Although in tears, she immediately made me feel better.

**3. Use shortened clauses instead of full clauses.**

1. **After he ate his dinner**, Mike spoke to his parents on Skype.
2. Students **who came from other countries** often felt homesick.
3. **Although he had lived in Malaysia for six months**, Mike still found it hard to speak Malay.
4. He had taken some private lessons **before he left England**.
5. **If he was lucky**, he would feel at home by Christmas.
6. **As the weather was pleasant**, he would be able to go diving and explore Malaysian nature.
7. He lived in a house **which had been built in the last century**.

**4. Use full clauses instead of shortened clauses.**

1. **Though exhausted**, Natalie decided to go for a jog.
2. **After getting dressed**, she was ready to hit the road.
3. **Seeing the black clouds**, she almost changed her mind.
4. The stepometer **given to her by her dad** had proved a useful gadget.
5. A device **that counts steps taken and calories burnt** is something I ought to get myself **if wishing to get into shape and fitter.**

1.

1. (When/ On) approaching the city
2. written by an old schoolmate of mine
3. After moving/ having moved to LA
4. (Although) born on a farm
5. If hired
6. coming to the Tinsel Town
7. Before buying a pickup truck
8. shot in Nevada
9. working as a sound technician on the film set
10. Arriving in the Valley

2.

1. When I saw the rescue team
2. If I was/were taken to hospital fast
3. As/ Since I hadn’t been wearing/ I wasn’t wearing/ didn’t wear a helmet
4. Though I was in pain
5. Before I was seen by a doctor
6. who rushed
7. which was broken and abandoned
8. After she had phoned my dad
9. As/ Since my sister didn’t want to see me like that
10. Although she was in tears

3.

1. After eating his dinner/ Having eaten his dinner
2. coming from other countries
3. Although having lived in Malesia for six months
4. before leaving England
5. If lucky
6. The weather being pleasant
7. built in the last century

4.

1. Though she was exhausted
2. After she had got dressed
3. When she saw the black clouds
4. which/ that was given/ had been given to her by her dad
5. The stepometer counting the steps which/ that are taken and calories which/ that are burnt; if I wish to get into shape and fitter