

**(Vocabulary Review)****Part 5 Grammar Items; Pronouns (2)****Skill Building Exercise**

1. The manager and ..... are working hard on the budget problems  
(A) me (B) mine (C) I (D) my
2. By registering your software with us, we will be able to provide ..... with information on updates and future releases.  
(A) you (B) your (C) yours (D) yourself
3. Small business owners can often respond quickly to new economic trends because of ..... extremely focused customer bases.  
(A) they (B) them (C) their (D) theirs
4. You should give ..... a holiday from time to time.  
(A) you (B) your (C) yours (D) yourself
5. Mr. Goodall will need to make copies of all of the receipts, so it is advisable for you to keep ..... in one file.  
(A) him (B) it (C) us (D) them
6. Please inform us of your availability for next week so that ..... can set up an interview as soon as possible.  
(A) we (B) our (C) us (D) ourselves

**2. Practice Test**

1. Workers can help make the company more eco-friendly by recycling ..... wastepaper at the office.  
(A) theirs (B) their (C) them (D) they
2. Mary was promoted to assistant manager a few months ago, and ..... is now ready to apply for a top managerial position.  
(A) herself (B) her (C) hers (D) she
3. A widely used logo helps a company retain its customers by reminding the public of ..... presence in the market.  
(A) its (B) they (C) it (D) them
4. In acknowledgement of Professor Lancey's outstanding contribution to ..... corporation, he will be awarded the Institute of Economics' top award at next week's formal dinner.  
(A) us (B) we (C) our (D) ours

5. We hope to send ..... tax documents to you by the end of the month.

- (A) you      (B) your      (C) yours      (D) yourself

6. Although Zimmerman has been successful at his job, he does not consider .....an expert.

- (A) he      (B) his      (C) him      (D) himself

7. Sales department members must obtain permission from ..... supervisors before applying for travel reimbursement.

- (A) they      (B) them      (C) their      (D) theirs

8. Customers who register for a membership card can get a ten per cent discount on ..... first purchase.

- (A) they      (B) them      (C) their      (D) theirs

9. Meiji Electronics did not hire additional help because the research manager is certain that he can complete the project by .....

- (A) he      (B) his      (C) him      (D) himself

10. Mr. Lee will travel to the management seminar in London on .....

- (A) he      (B) himself      (C) him      (D) his own

## 1. Skill Building Exercise A

### Example 1



*“Plumber at work” by photo taken by flickr user rick - Flickr. Licensed under CC BY 2.0 via Commons -*

### Example 2



## 2. Skill Building Exercise B

### Similar-sounding words

This exercise practices similar-sounding words.

Listen to your teacher. Choose the correct sentence.

1. a. Let's try the coffee shop near the park.  
b. Let's try the copy shop near the park.
2. a. She's leaning on his desk.  
b. She's kneeling on the floor.
3. a. The lane has no traffic now.  
b. The rain has begun to fall now.
4. a. We are looking for raw materials.  
b. We are looking for law books.
5. a. We have no clue.  
b. We have no crew.

## 3. DICTATION

1. They're ..... the people.
2. They're playing .....
3. She's ..... her glasses.
4. The buildings are ..... by a fence.
5. She's serving a .....

## 4. HOMEWORK (Vocab)

1. Economists predict there will be more investment opportunities by the end of this year.
2. Companies seem cautious about investing money in research and development.
3. They have signed an exclusive agreement.
4. The new agreement will mutually benefit both organizations.
5. Please refer to the section in your training manual entitled "Rules and Regulations".