

1- Choose the correct pronoun:

- a- Maria is **my / mine** boss. She's quite demanding.
- b- That project was **my / mine**, but other colleges took control of it.
- c- I asked for help but I did everything by **my/ myself**.
- d- The job is **your / yours**. You're hired.
- e- **You/ your** have the password of the system. Please don't forget it.
- f- I have already asked **he/ him** about my holidays but he hasn't replied.
- g- Don't ask **me/ myself**. I don't know the answer for that problem.
- h- How many times have you worked by **yourself/ your**? You're new in the company.
- i- The idea was **him/ his**. It was terrible of course!
- j- **Her/hers** profession is advising people about their jobs.

2- Choose the correct alternative for the verbs in brackets:

- a- Right now, I _____ (get) ready for a big project.
- b- I _____ (never-participate) in such a big meeting. It was amazing.
- c- _____ (you-ever-go) to the company in Brazil?
- d- I _____ (generally-work) alone but this week I _____ (collaborate) with a team.
- e- We _____ (just-finish) our activities. Right now, I _____ (plan) to do some exercise.
- f- Sometimes I _____ (ask) for some help if I _____ (not-know) something.
- g- My father _____ (be) in the same job for 20 years.
- h- My boss _____ (not-generally-call) me after my 6pm but this week she _____ (contact) me all the time.
- i- I _____ (already- have) the most important meetings of the week.
- j- We generally _____ (have) three or four meetings per day.