- *One* deadline is this Monday, *another* is two weeks after that, and *the other* is the final Friday of the month.
- Of the five managers at the meeting, *one* was my supervisor, and *another* was Jake McGrath from personnel, but *the others* I did not know.

5. Negative Pronoun

None is used for the idea of there being nothing.

- The company expected a lot of criticism for their decision, but there was *none*.

Exercise: Choose the word or phrase that best complete the sentence.

1. You and Jane use the same accounting programs, but _____ is a newer version.
(A) her
(B) hers
(C) she
(D) she's

2. _____ the boss hires has to be much better than the last person he hired.
(A) Whoever
(B) Whatever
(C) However
(D) Whichever

3. All of _____ are available online more cheaply than here at this store.
(A) that
(B) they
(C) these
(D) none

4. The company was expecting many complaints from customers about the mistake, but there were _____.
(A) no
(B) another
(C) one
(D) none

5. _____ who are interested in joining the planning committee should talk to Jane in personnel.
(A) This
(B) That
(C) Those
(D) These

6. Here at LifeLine Insurance, _____ ensure that our customers pay the best rates for the most comprehensive services.
(A) we
(B) us
(C) our
(D) ours

7. The manager _____ called the supplier to ask why the shipment was running late.
(A) her
(B) hers
(C) she
(D) herself

8. As the owner, _____ is ultimately responsible for the success or failure of his company.
(A) he
(B) she
(C) it
(D) we

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9. The training manual states that it is everyone's _____ to lock the supply room at the end of the day.
(A) responsibility
(B) blame
(C) faulty
(D) charge

10. The contract didn't specify who would be in charge of _____ all advertising for the product.
(A) holding
(B) producing
(C) proceeding
(D) gathering

11. Those who cannot attend the meeting this afternoon, please notify _____ by 11 a.m.
(A) me
(B) my
(C) mine
(D) I

12. It was later discovered that two of the candidates already knew _____.
(A) other
(B) others
(C) another
(D) one another

13. Contrary to what _____ experts have stated, property prices will not increase this year.
(A) another
(B) others
(C) the others
(D) other

14. The manager insisted that the new employee not go to the bank by _____ since she didn't know proper procedures.
(A) ourselves
(B) yourself
(C) himself
(D) herself

15. Since _____ knows how to fix the printer, it is best that the printer company's technicians look at it.
(A) no one
(B) another
(C) one
(D) the others

B. Tenses

Present: Simple, Progressive, and Perfect

1. Use the **present simple** for routines, habits, or things that are always true. The present simple often uses the time adverbs *every week, usually, regularly, always, generally, often, and frequently*.
2. Use the **present progressive** (am/are/is + ing) for an unfinished action. It often uses the time adverbs *now, currently, presently, at the moment, and right now*.
3. Use the **present perfect** (have/has + past participle) for a situation in which things that happened in the past have a result in the present. The present perfect often goes with *just, not yet, for, since, ever, never, first time, second time, this week, and so far*.

- He *takes* the subway to work every day. (regular activity)
- I usually *go* to the gym in the morning.
- He *is attending* a meeting. (right now)

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