

- D. The CEO questioned if I will finalize the campaign strategy.
2. "Are the new hires starting next Monday?" the HR director asked.
- A. The HR director asked if I was starting the new hires next Monday.
 - B. The HR director asked if you were starting the new hires next Monday.
 - C. The HR director asked if the new hires were starting next Monday.
 - D. The HR director asked if will start the new hires next Monday.
3. "Have you completed the quarterly sales report?" the sales manager inquired.
- A. The sales manager inquired if I had completed the quarterly sales report.
 - B. The sales manager inquired if you had completed the quarterly sales report.
 - C. The sales manager inquired if they had completed the quarterly sales report.
 - D. The sales manager inquired if I will complete the quarterly sales report.
4. "Will you attend the executive meeting this afternoon?" the CEO asked.
- A. The CEO asked if I would attend the executive meeting this afternoon.
 - B. The CEO asked if you would attend the executive meeting this afternoon.
 - C. The CEO asked if they would attend the executive meeting this afternoon.
 - D. The CEO asked if I attend the executive meeting this afternoon.
5. "Are you available to join the client call tomorrow?" the sales director inquired.
- A. The sales director inquired if I was available to join the client call tomorrow.
 - B. The sales director inquired if you were available to join the client call tomorrow.
 - C. The sales director inquired if they were available to join the client call tomorrow.
 - D. The sales director inquired if I will be available to join the client call tomorrow.
6. "Have you reviewed the new procurement guidelines?" the purchasing manager asked.
- A. The purchasing manager asked if I had reviewed the new procurement guidelines.
 - B. The purchasing manager asked if you had reviewed the new procurement guidelines.
 - C. The purchasing manager asked if they had reviewed the new procurement guidelines.
 - D. The purchasing manager asked if I will review the new procurement guidelines.
7. "Can you provide an update on the website development project?" the marketing director requested.

- A. The marketing director requested if I could provide an update on the website development project.
- B. The marketing director requested if you could provide an update on the website development project.
- C. The marketing director requested if they could provide an update on the website development project.
- D. The marketing director requested if I will provide an update on the website development project.
8. "Are you available for a meeting this afternoon?" the client asked,
- A. The client asked if I was available for a meeting this afternoon.
- B. The client asked if you were available for a meeting this afternoon.
- C. The client asked if they were available for a meeting this afternoon.
- D. The client asked if I will be available for a meeting this afternoon.
9. "Have you completed the analysis for the quarterly report?" the manager inquired
- A. The manager inquired if I had completed the analysis for the quarterly report,
- B. The manager inquired if you had completed the analysis for the quarterly report.
- C. The manager inquired if they had completed the analysis for the quarterly report
- D. The manager inquired if I will complete the analysis for the quarterly report.
10. "Can you provide an update on the project status?" the team leader requested.
- A. The team leader requested if I could provide an update on the project status.
- B. The team leader requested if you could provide an update on the project status.
- C. The team leader requested if they could provide an update on the project status.
- D. The team leader requested if I will provide an update on the project status.