Section 1: The "One / Ones"

1. I don't want the small boxes; I need the large _____.
a) one b) ones c) x

2. I have two laptops here. You can use _____ on the left.
a) this one b) these one c) x

3. Of all the vendors we interviewed, _____ were the most professional.
a) these ones b) those ones c) these vendors

4. The printer is broken. We need to buy a new _____.
a) ones b) one c)x

LIVEWORKSHEETS

Section 2: (S + V + O + Infinitive)

5. _____ needs the team to finish the inventory before the weekend.

a) The employees b) I c) Mr. Henderson d) You

6. Our supervisor _____ us to deal with the complaints immediately yesterday.

a) wants b) told c) expects d) tells

7. _____ remind the staff to attend the training session every month.

a) She b) The manager c) I d) It

8. The CEO _____ her to train other employees last quarter.

a) ask b) wanting c) asked d) need

9. _____ expects the vendor to deliver the supplies by 9:00 AM.

a) We b) They c) My boss d) The workers

LIVEWORKSHEETS

Section 3: Workplace Vocabulary & Context

10. As a supervisor, you must _____ to your team so they know what they are doing well.

a) follow instructions b) give someone feedback c) discuss a problem

11. We are low on paper and ink; please check the _____ to see what we need to order.

a) responsibility b) vendor c) inventory

12. It is difficult to _____ when the customer is shouting, but you must remain calm.

a) give instructions b) deal with complaints c) be responsible

13. Because Sarah is the Project Lead, she is _____ the final results.

a) part of a team b) responsible for c) following instructions

LIVEWORKSHEETS