II. HOMEWORK

Exercise 1. Choose the correct answer.

1. I can't find the files .....I saved all the important information.

A. which C. when

B. why D. where

2. A banquet is being held in honor of the governor .....political career began in 1989 in an underground student movement and spanned almost quarter a century.

A. who C. which

B. whom D. whose

3. Ms. Dumas,.....excellent market analysis helped us to foresee that the takeover attempt would fail, has been promoted.

A. whose C. which

B. where D. who

4. A team of experts is reviewing the resolutions .....contain laws against creating corporate monopolies.

A. what C. whom

B. that D. whose

5. At the finance convention, we met with many associates .....are concerned about the stability of the global economy.

A. who C. what

B. whose D. that

6. This is the place .....we have our annual meeting.

A. when C. where

B. why D. how

7. JW, Inc. is one of the major companies .....manufactures furniture.

LIVEWORKSHEETS

A. where
C. whom
B. whose
D. which

8. .....I said to the interviewer was not very clear.

A. What
C. When
B. Which
D. Whose

9. This is the spot.....the terrible car accident happened

A. when
C. where
B. why
D. how

10. Anyone .....wants to take a vacation this month needs to talk to me today.

A. which
B. whom
B. who
C. whose

11. This manual is for people .....native language is not English.

A. whose
C. whom
B. that
D. what

12. The decision .....the company made will cause a lot of problems.

A. whose
C. who
B. what
D. that

13. I met the representative .....Mr.Reeves talked about.

A. that
C. which
B. what
D. how

14. Mr.Delaney met the person .....she recommended for the managerial position.

A. what
C. which
B. whom
D. why

LIVEWORKSHEETS

15. The specialist .....we just met will be the manager of our team.

A. what
C. whose
B. whom
B. when

16. This website is good for people .....are thinking about renting a house?

A. they
C. who
B. whom
D. them

17. This is the place .....we have our annual meeting.

A. when
B. where
B. why
C. how

18. JW, Inc. is one of the major companies .....manufactures furniture.

A. where
C. whom
B. whose
D. which

19. .....I said to the interviewer was not very clear.

A. What
C. When
B. which
D. Whose

20. This is the spot.....the terrible car accident happened.

A. when
C. where
B. why
D. how

21. In more .....economic conditions, the directors might not have decided to cut the workforce, but this year there was no other option.

A. favor
C. favorite
B. favorably
D. favorable

22. Mr. Grey, the accountant, had to solve the problem by ..... as the entire financial department was on vacation.

A. itself
C. themselves
B. herself
D. himself

LIVEWORKSHEETS

23. As of May 1, Dwayne Myers will ..... the firm's interests at the national conference in Washington.

A. attend
C. reassure
B. perform
D. represent

24. Mr. Taylor was extremely ..... to accept the board's offer to become the new CEO.

A. happier
C. happiest
B. happily
D. happy

25. ..... sales start to improve soon, the number of employees will have to be cut by 50.

A. Unless
C. When
B. If
D. Because

Exercise 2. Choose the correct answer.

MEMORANDUM

To: All Employees

From: Personnel Office

Date: May 15

Subject: Leave Request

This is a reminder for those employees .....**(1)** are considering making a leave request.

1.

A. when
B. who
C. which
D. until

Before submitting the request, you should first get approval from your supervisor. And you also need to complete the leave request form .....**(2)** can be obtained from the personnel office.

LIVEWORKSHEETS

2.

A. what

B. who

C. for

D. that

Please submit the form with your supervisor's approval to the personnel office, ...**(3)**..... is located on the 5th floor next to the employye lounge.

3.

A. which

B. it

C. who

D. they

Your leave request cannot be granted if your supervisor denies your request for any reason. If you have any questions, please contact the personnel office.

Jerry McCarthy

Personnel Office

LIVEWORKSHEETS