

## PRONOUN

1. Please contact the product distributor, not the retail store, if..... need replacement parts.  
(A) your      (B) you  
(C) yourself (D) yours
2. Every batch of sauce at Generita's Bistro is processed meticulously by..... expert chefs.  
(A) they      (B) their  
(C) them      (D) themselves
3. Assistant managers are largely responsible for the day-to-day operations in ---- departments.  
(A) theirs      (B) them  
(C) their      (D) they
4. If .....are not satisfied with an item, return it for a full refund within 30 days of purchase.  
(A) you      (B) your  
(C) yours      (D) yourself
5. Deltran analytics software can help ..... identify issues, predict trends, and improve business.  
(A) you      (B) your  
(C) yours      (D) yourself
6. Green Grocer customers should request assistance from staff instead of removing products from the top shelves.....  
(A) themselves      (B) their own  
(C) them      (D) their
7. The regional manager will arrive tomorrow, so please ensure that all .....documents are ready.  
(A) she      (B) her  
(C) hers      (D) herself
8. Ms. Durkin asked for volunteers to help..... with the employee fitness program.  
(A) she      (B) her  
(C) hers      (D) herself

9. Here at Vanguard Buying Club,..... help members find quality merchandise at the lowest possible prices.

- (A) us            (B) our  
(C) we           (D) ourselves

10. Ms. Carpenter will be attending the conference with.....marketing team.

- (A) she           (B) her  
(C) hers          (D) herself

11. Not only do they stock a great selection of high-quality merchandise, but .....prices are also very competitive.

- (A) ours          (B) that  
(C) this          (D) their

12. Having worked extremely hard to make the product a success, they were very pleased with..... when it became a bestseller.

- (A) them           (B) they  
(C) themselves    (D) their

13. Forgetting to submit the progress report for two months in a row made him feel very disappointed with.....

- (A) him            (B) him  
(C) himself        (D) itself

14. Although it is specifically..... department's, we allow everyone in the company to use the scanner.

- (A) our            (B) ours  
(C) we            (D) ourselves

15. If you lost your cell phone, you might find.....in the lost-and-found office.

- (A) those        (B) its  
(C) it            (D) them

16. Despite Mr. Hollins saying he is able to take care of the account....., he appears to be struggling to handle it.

- (A) him           (B) himself  
(C) his            (D) he

17. Mr. Jones said he had sent his reply to our invitation, but..... has not yet been received.

- (A) their (B) they  
(C) its (D) it

18. Emily introduced..... before starting the interview for the management job.

- (A) she (B) herself  
(C) hers (D) her

19. Mr. Chen was surprised by the promotion because..... had not imagined that it could happen this year.

- (A) his (B) himself  
(C) he (D) him

20. Bryant Cosmetics' marketing team developed a promotional campaign by —— rather than outsourcing the work.

- (A) theirs (B) them  
(C) themselves (D) they

21. Passengers must confirm..... flights at least 72 hours prior to the scheduled time of departure.

- (A) their (B) them  
(C) theirs (D) themselves

22. No special seating arrangement was made for the seminar participants, but as..... arrive, attendants will show them to the available seats.

- (A) these (B) they  
(C) their (D) them

24.....account will be credited after we receive the returned merchandise.

- (A) You (B) Yours  
(C) Your (D) Yourself

26. Ms. Lan Le will complete .....internship at the George Cake Shop next week.

- (A) she (B) her (C) hers (D) herself

27. Although the team members .....were not available after the game, the coach was happy to be interviewed.  
(A) themselves (B) they  
(C) theirs (D) them
28. The review board published a list of companies ----- considers to be the most charitable.  
(A) it (B) its (C) itself (D) its own
30. The latest survey shows that our downtown store is more.....for local shoppers than our suburban location.  
(A) conveniences (B) conveniently  
(C) convenience (D) convenient
31. The Tokyo division handles product..... and customer service for the company.  
(A) distribute (B) distributor  
(C) distribution (D) distributed
32. To control costs, updated credit card readers will be installed in branch stores.....  
(A) gradual (B) gradually  
(C) more gradual (D) most gradual
33. The management team at Ofto Corporation offers incentives..... employee productivity.  
(A) stimulate (B) to stimulate  
(C) will stimulate (D) are stimulating
34. Belden Hospital's chief of staff meets regularly with the staff to ensure that procedures ..... correctly.  
(A) to be performed (B) would have performed  
(C) had been performed  
(D) are being performed
35. Toucan Database System is designed to perform a detailed financial analysis.....  
(A) automate (B) automatic  
(C) automated (D) automatically