

Full Name:		Date:	
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**A. Replace the word in parentheses with the correct personal pronouns**

1. (Luis) \_\_\_\_\_ works in the finance team
2. (María) \_\_\_\_\_ approves budgets
3. (the company policy) \_\_\_\_\_ is new
4. (the managers) \_\_\_\_\_ attend the meeting
5. (you and I) \_\_\_\_\_ prepare the report
6. (Purchasing and Sales) \_\_\_\_\_ share data
7. (the purchase order) \_\_\_\_\_ needs a signature
8. (the warehouse team) \_\_\_\_\_ ships orders
9. (the laptop) \_\_\_\_\_ is on the desk
10. (Ana) \_\_\_\_\_ sends emails to suppliers
11. (the accountants) \_\_\_\_\_ review invoices
12. (Luis and I) \_\_\_\_\_ check inventory.

**B. Identify the verbs in activity A and write them in their base form and past simple form**

Sentence	Base Form	Past Simple Form
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		