

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

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) They

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