TASK Underline the suffixes in the bolded words. Then use the suffixes you underlined to determine the part of speech of each bolded word. Write *noun*, *verb*, or *adjective* on the line.

1. The salary for the position is **negotiable.** _____
2. The company **reinstated** a former policy. _____
3. The **authorship** of the novel was questioned. _____
4. Harry **organized** his desk before leaving for the weekend. _____
5. While not enormous, the sign was still quite **impressive.** _____

Pronoun Practice:

1. The website sponsored by the city monitoring committee will help you protect _____ against internet threats.
   - A. yours
   - B. yourself
   - C. your own
   - D. your

2. Considering the failure of _____ system to offer adequate support, we might have tot provide refunds to our customers.
   - A. us
   - B. ourselves
   - C. ours
   - D. our

3. Ms. Jimenez was struggling to successfully complete the task assigned to her by _____.
   - A. she
   - B. he
   - C. herself
   - D. hers

4. Most of the employees are entitled to a maximum of one hour for a lunch break, depending on _____ assigned work schedule.
   - A. their
   - B. theirs
   - C. ours
   - D. ourselves

5. The report shows that builders reserve the right to control the volume of the construction project on _____ own.
   - A. they
   - B. them
   - C. their
   - D. theirs

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6. The company is going to carry out the proposal based on the information provided in your letter of intent, so please submit _____ application under this note.

- A. your
- B. yourself
- C. yours
- D. you

7. As soon as the shipment of computer equipment comes in, _____ will ship it to you promptly.

- A. our
- B. we
- C. us
- D. ourselves

8. The head of the marketing department attributed success in the overseas market to _____ motivated and hard-working employees.

- A. itself
- B. its
- C. them
- D. they

9. _____ habitually answers incoming phone calls and signs for packages while in the office.

- A. Herself
- B. She
- C. Her
- D. Hers

10. Drivers are required to carry _____ liability insurance policy at all times in their cars in case of an accident.

- A. their
- B. themselves
- C. theirs
- D. they

11. If you have difficulty preparing for a presentation on _____, ask Mr. Perez for help.

- A. your own
- B. yourself
- C. yours
- D. your

12. ETB Electronics has proved _____ capable of achieving impressive revenues just in the first quarter.

- A. itself
- B. those
- C. it
- D. themselves

13. Mr. Gonzalez, with _____ work experience and competence, deserves the promotion.

- A. himself
- B. him
- C. he

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- D. his

14. Business owners should think about what _____ can do for the public.
    - A. he
    - B. they
    - C. you
    - D. she

15. After comparing several estimates, we decided to move _____ because the moving costs were so high.
    - A. ourselves
    - B. our
    - C. us
    - D. ours

16. John will attend the conference by _____ since the other members are busy with the proposal.
    - A. he
    - B. him
    - C. his
    - D. himself

17. The first candidate's qualifications are superior to _____ of the second candidate.
    - A. these
    - B. this
    - C. that
    - D. those

18. To remain competitive in modern societies, _____ is essential to stay on top of world issues.
    - A. that
    - B. they
    - C. this
    - D. it

19. All department heads should submit _____ annual budget estimates to the Finance Department by the end of the month.
    - A. they
    - B. their
    - C. ourselves
    - D. theirs

20. Mr. Bermudez was late for work because _____ car broke down.
    - A. his
    - B. he
    - C. him
    - D. he's

21. Ms. Martinez is interested in reading the marketing report and asked us to send _____ a copy.
    - A. hers
    - B. herself

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- C. her
- D. she

22. You can be assured that Ms. Rom and I will complete the work quickly, since her work is compatible with _____.
- A. me
- B. my
- C. mine
- D. myself

23. This special travel package is very affordable; above all, _____ comes with a complimentary domestic ticket that can be used by the end of the year.
- A. it
- B. she
- C. its
- D. he

24. Mark Smith and Tina Ryne have not even received their high school diploma, but _____ have already established themselves as entrepreneurs in the field.
- A. theirs
- B. them
- C. they
- D. their

25. Even though we tried to get in touch with the branch manager, _____ remained out of contact for days, raising doubts about his sincerity.
- A. himself
- B. his
- C. him
- D. he

26. Employees cab expert all travel expenses to be covered by the company but entertainment expenses must first be approved by _____ immediate supervisors.
- A. their
- B. they
- C. them
- D. theirs

27. After several meetings and phone calls with Mr. Ceballos, I found _____ to be fiercely and persistently opposed to assisting me.
- A. he
- B. himself
- C. him
- D. his

28. Users of our system may also view personalised web pages with information about _____ scheduled rooms.
- A. they
- B. theirs
- C. themselves
- D. their

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