

- *One* deadline is this Monday, *another* is two weeks after that, and *the other* is the final Friday of the month.
- Of the five managers at the meeting, *one* was my supervisor, and *another* was Jake McGrath from personnel, but *the others* I did not know.

5. Negative Pronoun

None is used for the idea of there being nothing.

- The company expected a lot of criticism for their decision, but there was *none*.

Exercise: Choose the word or phrase that best complete the sentence.

- You and Jane use the same accounting programs, but _____ is a newer version.
(A) her
(B) hers
(C) she
(D) she's
- _____ the boss hires has to be much better than the last person he hired.
(A) Whoever
(B) Whatever
(C) However
(D) Whichever
- All of _____ are available online more cheaply than here at this store.
(A) that
(B) they
(C) these
(D) none
- The company was expecting many complaints from customers about the mistake, but there were _____.
(A) no
(B) another
(C) one
(D) none
- _____ who are interested in joining the planning committee should talk to Jane in personnel.
(A) This
(B) That
(C) Those
(D) These
- Here at LifeLine Insurance, _____ ensure that our customers pay the best rates for the most comprehensive services.
(A) we
(B) us
(C) our
(D) ours
- The manager _____ called the supplier to ask why the shipment was running late.
(A) her
(B) hers
(C) she
(D) herself
- As the owner, _____ is ultimately responsible for the success or failure of his company.
(A) he
(B) she
(C) it
(D) we

9. The training manual states that it is everyone's _____ to lock the supply room at the end of the day.

- (A) responsibility
- (B) blame
- (C) faulty
- (D) charge

10. The contract didn't specify who would be in charge of _____ all advertising for the product.

- (A) holding
- (B) producing
- (C) proceeding
- (D) gathering

11. Those who cannot attend the meeting this afternoon, please notify _____ by 11 a.m.

- (A) me
- (B) my
- (C) mine
- (D) I

12. It was later discovered that two of the candidates already knew _____.

- (A) other
- (B) others
- (C) another
- (D) one another

13. Contrary to what _____ experts have stated, property prices will not increase this year.

- (A) another
- (B) others
- (C) the others
- (D) other

14. The manager insisted that the new employee not go to the bank by _____ since she didn't know proper procedures.

- (A) ourselves
- (B) yourself
- (C) himself
- (D) herself

15. Since _____ knows how to fix the printer, it is best that the printer company's technicians look at it.

- (A) no one
- (B) another
- (C) one
- (D) the others

B. Tenses

☐ Present: Simple, Progressive, and Perfect

1. Use the **present simple** for routines, habits, or things that are always true. The present simple often uses the time adverbs *every week, usually, regularly, always, generally, often, and frequently*.
2. Use the **present progressive** (am/are/is + ing) for an unfinished action. It often uses the time adverbs *now, currently, presently, at the moment, and right now*.
3. Use the **present perfect** (have/has + past participle) for a situation in which things that happened in the past have a result in the present. The present perfect often goes with *just, not yet, for, since, ever, never, first time, second time, this week, and so far*.
 - He *takes* the subway to work every day. (regular activity)
 - I usually *go* to the gym in the morning.
 - He *is attending* a meeting. (right now)