

4. Who typed this letter?  
\_\_\_\_\_
5. Who is the new secretary?  
\_\_\_\_\_
6. Who is going to the conference next week?  
\_\_\_\_\_
7. Who took this telephone message?  
\_\_\_\_\_
8. Who uses this desk?  
\_\_\_\_\_
9. Who can fix the coffee machine?  
\_\_\_\_\_
10. Who will be at the dinner tonight?  
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### Practice C

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**DIRECTIONS:** Read the questions and the possible responses below. Mark the correct answer.

1. Who turned on the lights?  
(A) They are on all the time.      (A)   (B)   (C)  
(B) It isn't dark outside.  
(C) I'll turn them off.
2. Who makes the decisions in this office?  
(A) We get new office supplies every week.      (A)   (B)   (C)  
(B) She decided on a desk for her office.  
(C) The office manager usually does.
3. Who ordered two boxes of copy paper?  
(A) Mary read two newspapers every morning.      (A)   (B)   (C)  
(B) I asked for twenty-two cartons of wrapping paper.  
(C) John put in the order yesterday.
4. Who is in charge of advertising?  
(A) There was a charge for the ad.      (A)   (B)   (C)  
(B) The vice president of marketing.  
(C) He is very large.