

Complete the following letter with suitable words.

Miko Subandi
Perum Air Bening D no. 19
Manado
08223344556677

November 14, 2019

Mrs. Ratna Maharani

(1) _____

PT True Sisters

Jl. Beraung no. 4A

Manado

Dear Ma'am:

I read the advertisement on your company's website that there is a (2) vacancy in your company as Customer Service Representative. I would like to apply for the position. I sincerely believe that I meet your (3) requirements for the position.

I (4) _____ from SMK Bakti majoring in Office Administration in 2018. I have developed my (5) skills and qualities through studies and internships. Through internships I have experiences for real work at a company. I have the ability to work (6) under pressure and a pleasant personality. I am (7) proficient in communication skills and computer literate. I am good at both written and spoken English. I am (8) _____, creative, and energetic.

I enclose my curriculum vitae, a photocopy of the latest certificate, identity card, and references. I would welcome a (9) chance for an interview. I look forward to hearing from you. Thank you.

Yours (10) sincerely,



Miko Subandi

1.

Complete the following letter for no. 1

- a. Personal Manager
- b. Head master
- c. Secretary
- d. Finance
- e. security

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Yours (10) sincerely,



Miko Subandi

2.

Complete the following letter for no. 4

- Director
- lecturer
- graduated
- Student
- security

Complete the following letter with suitable words.

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Perum Air Bening D no. 19
Manado
08223344556677

November 14, 2019

Mrs. Ratna Maharani

(1) _____

PT True Sisters

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Yours (10) sincerely,



Miko Subandi

3.

Complete the following letter for no. 8

- workholic
- laziness
- happy
- brillant
- hardworking

Read the following texts, then answer the questions that follow.

Andy herawan
Jl. Merak no 9
Gorontalo

November 24, 2015

Personnel Manager
PT. Mulia Jaya
Grand Tower, Jl. Merdeka no 6
Manado

Dear, Sir / Madam:

I wish to apply for the position of engineer, advertised on your website. As requested, I enclose my resume and references.

I graduated from Civil Engineering at National University in 2014. I have experience in handling projects with tight schedules, under pressure work, and team work. I am proficient in using MS Office and Computer Aided Design

4.

Choose the best answer based on the text

What is the purpose of the text?

- a. To apply for a job.
- b. To advertise a product.
- c. To discuss about an engineer.
- d. To invite a person to have an interview.
- e. To inform a person's educational background.

Read the following texts, then answer the questions that follow.

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5.

Choose the best answer based on the text

What is paragraph three about?

- a. The applicant's skills.
- b. The enclosed documents.
- c. The applicant's educational background.
- d. The applicant's hope to have an interview.
- e. The position being applied by the applicant.

Read the following texts, then answer the questions that follow.

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November 24, 2015

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6.

Choose the best answer based on the text

From the text we can conclude that

- a. the applicant is fresh graduate
- b. the interview invitation can be sent via e-mail
- c. the job vacancy is advertised in a newspaper
- d. the applicant is good at operating AutoCAD
- e. the applicant and the company are at the same town

Read the following texts, then answer the questions that follow.

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7.

Choose the best answer based on the text

"I would be able to impart my skills ... " (Paragraph 2) The underlined word is closes in meaning to

- a. invoke
- b. acquire
- c. exhaust
- d. present
- e. reach

Aris Nugroho
Jl. Gajah Mada no 5
Paku
0899248628933
December 2, 2015
Personnel Manager
PT Prima Sentosa
PO BOX 583 PKR
Dear, Sir/Madam:
I am writing to apply for the post of **Management Trainee**, as advertised on the Student Affairs Office notice board of the **National Polytechnic** on November 27, 2015.
Currently, I am studying **Management** at the **National Polytechnic** and will graduate on December 15, 2015. I have internship experience which is relevant to the post of **Management Trainee**, including **Operations Management, Marketing** and **Strategic Management**. Through my internship, I improved my communication and leadership skills and my ability to lead and supervise subordinates effectively and work in a team environment. I am able to operate a computer and fluent in spoken and written **English** and **Mandarin**.
I am available for interview anytime. I can be reached on my mobile phone number as reflected above. I look forward to hearing from you.
Yours faithfully,
Aris Nugroho

8.

. What position is offered by the company?

- a. Trainer.
- b. Technician.
- c. Sales Executive.
- d. Marketing Manager
- e. Management Trainee.

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I am available for interview anytime. I can be reached on my mobile phone number as reflected above. I look forward to hearing from you.
Yours faithfully,
Aris Nugroho

9.

When will the applicant graduate?

- November 2, 2015.
- November 15, 2015.
- November 27, 2015.
- December 2, 2015.
- December 15, 2015.

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 Yours faithfully,
Aris Nugroho

10.

Which statement is true about the applicant?

- He is able to work individually only.
- He works at a national Company.
- He send the letter to the director of the company.
- He studied Strategig Management at his internship.
- He is fluent in English only.

Personel Manager

PT Damai Sejahtera

Jl.Pattimura no. 8

Surabaya

Dear Sir/Madam:

I would like to (8) ... whether you have any vacancies in your company. I enclose m resume for your information.

I graduate from SMK Pemuda Bangsa in 2013 majoring in marketing. I have work experience in the (9) ... and industrial sector which has developed my skill and ability to work in many and knowledge will (10) ... your team. I can operate a computer and have a charming personality.

I would be grateful if you would keep my resume on file for any future possibilities.

Yours faithfully,

Alam Denian

Alam Denian

11.

Fill in the blank of the text

I would like to (8) ...

- a. open
- b. enact
- c. enquire
- d. provide
- e. render

Personel Manager

PT Damai Sejahtera

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Yours faithfully,

Alam Denian

Alam Denian

12.

Fill in the blank of the text

I have work experience in the ... and industrial sector

- a. retail
- b. workplace
- c. expertise
- d. requirement
- e. document

Personel Manager

PT Damai Sejahtera

Jl.Pattimura no. 8

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I would be grateful if you would keep my resume on file for any future possibilities.

Yours faithfully,

Alam Denian

Alam Denian

13.

Fill in the blank of the text

and ability to work in many and knowledge will ... your team

- a. support
- b. supports
- c. supported
- d. supporting
- e. be supporting

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 I am available for interview anytime. I can be reached on my mobile phone number as reflected above. I look forward to hearing from you.
 Yours faithfully,
Aris Nugroho

14.

Which sentence in the letter belongs to Passive form ?

- I am writing to apply for the post of Management Trainee
- I improved my communication and leadership skills
- I can be reached on my mobile phone number as reflected above
- I am available for interview any time
- I am studying Management at the National Polytechnic and will graduate on December 15, 2015

15. Change the sentence into Passive

Anita Rahma writes the application letter

- the application letter was written by Anita Rahma
- the application letter is written by Anita Rahma
- the application letter is being written by Anita Rahma
- the application letter were being written by Anita Rahma
- the application letter writes Anita Rahma

16. Change into passive

Work experiences improved leadership and communication

- leadership and communication will be improved by Work experiences
- leadership and communication are improved by Work experiences
- leadership and communication was being improved by Work experiences
- Work experiences is improved by leadership and communication
- leadership and communication were improved by Work experiences

17. Fill in the blank with Passive form

The applicant hope ... after sending the letter?

- a. She interviews
- b. She is interviewed
- c. She will be interviewed
- d. She is being interviewed
- e. She interviewed

18. answer the question ?

Who signs the application letter

- a. The application letter is signed by the applicant
- b. The application letter signs by the applicant
- c. The application letter is being signed by the applicant
- d. The application letter is signed by manager
- e. The manager is signed by The application letter

19. fill in the blank of the sentence below !

The latest certificate, resume, and references ... in the application letter.

- a. is being enclosed
- b. are being enclosed
- c. enclose
- d. was being enclosed
- e. are enclosing

20. fill in the blank

. I ... on my mobile phone any time.

- a. will be reached
- b. am reached
- c. reached
- d. can be reached
- e. reaches

21. What is the social function of Analytical Exposition text?

- a. to persuade the reader that something is in the case.
- b. to persuade the reader that something should or should not be the case.
- c. to tell the reader about the past events.
- d. to amuse the reader.

22. What do we call the first paragraph of Analytical Exposition Text?

- a. Argument
- b. Thesis
- c. Reiteration
- d. Introduction

23. What is the generic structure of the Analytical Exposition text?

- a. Orientation - Events - Reorientation
- b. Thesis - Arguments - Reiteration
- c. Thesis - Arguments - Recommendation
- d. Identification - Description

24. These are parts of the generic structure of analytical exposition, except ...

- a. Thesis
- b. Arguments
- c. Reiteration

d. Orientation

25. Read the text and answer the question !

School uniform is special clothes worn by all students of a particular school. The uniform of a school may differ from others. Why should school use uniforms? Below are some reasons.

First of all, Notre Dame's Department of Sociology produced a study in 1998 concerning school uniforms. their findings using 10th grade students showed that uniforms have no direct effect on "substance abuse, behavioral problems or attendance" it also claimed a negative effect on students achievement for those students considered 'pro school'.

Secondly, uniform helps to create a strong sense school ethos and a sense of belonging to a particular community. As such it promotes discipline and helps to drive up academic standards, which is why a uniform is often adopted by schools which are being reopened with a fresh start after being classified as failing.

Finally, uniform acts a social leveler, under which all students are equal in the eyes of the school and of each other. in institution without uniform students are often competitive and worry endlessly about their appearance and the clothes they should wear. considering the findings, schools should implement the uniform as their identity.

What is the text about?

- a. The School rules
- b. The School Identity
- c. The Importance of school uniform
- d. The Equally Among students
- e. The Quality of School

26. Read the following text to answer the questions

I personally think that reading is a very important activity in our life. Why do I say so?

Firstly, by reading we can get a lot of knowledge about many things in the world such as Science, technology, sports, arts, culture, etc. Written in either books, magazine, newspaper, etc.

Secondly, by reading we can get a lot of news and information about something happening in any parts of the world which can we see directly.

Another reason, reading can give us pleasure too. When we are tired, we read books, newspaper or magazine on the entertainment column such as comedy, short story, quiz, etc. To make us relaxed.

The last, reading can also take us to other parts of the world. By reading a book about Irian Jaya we may feel we're really sitting in the jungles not at home in our rooms.

From the facts above, it's obvious that everyone needs to read to get knowledge, information and also entertainment. Or in summary we can say reading is truly important in our life because reading books can reduce stress, helps you sleep better, improves health, develops your imagination and above all.

Why is reading very important in our life? Because...

- a. By reading, we can get a lot of friends, relatives, etc.
- b. By reading we can get a lot of knowledge, news, information and entertainment
- c. By reading, we can get little knowledge but a lot of entertainment.
- d. By reading, we are always relaxed.

e. By reading, we can get a lot of a new experience

27. read the following text to answer the question

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If we want to get knowledge, what should we do?

- a. Look for newspaper and magazine
- b. Sell and buy many expensive books
- c. Read a lot of books and other printed materials
- d. Borrow a lot of books
- e. Stealing others people's books

28. Read the text

Smoking in restaurant is just not on. It must not be allowed because it is rude, harmful to others and dangerous for the smoker.

Firstly, smoking in a restaurant is impolite. The smell of the smoke affects all people and can turn them off their food. People pay to taste good and not to be put off by foul-smelling smoke.

Another reason smoking should not be allowed in a restaurant is the harm, it can do to others. Passive smoking, that is, breathing in smoke made by smoker, can lead to asthma attack and even cancer.

Therefore, smoking in restaurant is impolite, harmful to others and a health risk to the smoker and should not be allowed in any restaurants. Finally, smoking is dangerous and a health risk to the smokers. Cigarettes cause heart and lung diseases and people should not smoke anywhere, not just in a restaurant.

What is the best title of the text?

- a. Smoking is impolite
- b. Smoking in restaurants
- c. Smoking in forbidden places
- d. Smoking is dangerous
- e. Smoking is forbidden

29. The text above is the kind of ...

- a. Analytical Exposition
- b. Hortatory Exposition

- c. Report
- d. Spoof
- e. Narrative

30. **“It must not be allowed because “...line 1) The synonym of the word of “allowed” is ...**

- a. Permitted
- b. Banned
- c. Stopped
- d. Forbidden
- e. Legalized

31. In Australia there are three levels of governments, the federal government, state governments and local governments. All of these levels of government are necessary. This is so for number of reasons. First, the federal government is necessary for the big things. They keep the economy in order and look after like defense. Similarly, the state governments look after the middle sized things. For example they look after law and order, preventing things like vandalism in school. Finally, local government look after the small thins. They look after things like collecting rubbish, otherwise everyone would have disease. Thus for the reason above, we can conclude that the three levels of the government are necessary.

What kind of text is this?

- a. Descriptive text
- b. Explanation Text
- c. Analytical Exposition Text
- d. Report
- e. Hortatory Exposition Text

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Who is responsible for defense?

- a. State Government
- b. Federal Government
- c. Federal and State Government
- d. Federal and Local Government
- e. Local Government

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The litter management is the responsibility of

- a. All governments
- b. Australia
- c. Federal Government
- d. State Government
- e. Local Government

34. Nuclear Power

There are three separate sources of hazard in the process of supplying energy by nuclear power.

The radioactive material must travel from its place of manufacture to the power station. Although the power station themselves are solidly built, the container used for the transport of the materials are not. There are normally only two methods of transport available, namely road or rail.

Unfortunately, both of these involve close contact with the public, since the routes are sure to pass near, or even through, heavily populated areas.

Next, there is the problem of waste. All nuclear power station produce wastes that in most cases will remain radioactive for thousands of years. It is impossible to make these waste nonradioactive, and so they must be stored in one of the inconvenient ways that scientists have invented. For example, they may be buried under the ground, or dropped into abandoned mines, or sunk in the sea. However, these methods do not solve the problem, since an earthquake could easily crack the containers open.

Finally, there is the problem of accidental exposure due to a leak or an explosion at the power station. As with the other two hazards, this is not very likely, so that it does not provide a serious objection to the nuclear program. Nevertheless, it can happen.

Separately, these three types of risks are not great cause for concern. On the whole through, the probability of disaster is still high.

All the statements are correct, except

- a. It is not impossible to make these waste nonradioactive.
- b. The probability of disaster of nuclear power is still high.
- c. All nuclear power will produce waste.
- d. The methods found by the scientists do not solve the problem.

35. Read the text

Higher Education for Women

In this modern era, there are still some parents who are hesitant about sending their daughters to college. The narrow attitude shown to women's education is largely due to the traditional role of women in society. A woman is expected to be a wife and a mother. Most parents believe that if their daughter gets married and does not pursue a career but instead chooses to be a housewife, then the higher education will be a waste. However, an educated woman is not only a better wife but also contributes to society.

Nowadays, more and more women are successfully combining career and marriage. Educated woman are richer both emotionally and financially. They are able to find an outlet outside the drudgery and monotony of their homes. They bring more satisfaction and contentment to their lives.

Depriving girls of higher education is crass discrimination. Times have changed; modern's society needs the talents of its people regardless of gender. Today, women work alongside men. In fact, in the last few decades, women have made outstanding contributions to society.

Woman should be given the freedom to be educated whether or not they get married or go to work after finishing their education because it is only through education that a woman will find herself useful and discover what she wants in life. Women who work is not an insult to her husband. Conversely, her husband should feel proud of her achievements since marriage is actually an equal partnership.

Therefore, parents should not think that girls should receive less education just because they will get married one day.

What is the traditional role of the women in the society?

- a. a career woman
- b. a wife and a mother
- c. an educated woman
- d. successful woman

36. Read the text

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Therefore, parents should not think that girls should receive less education just because they will get married one day.

- a. Why does the writer state that an educated woman is not only a better wife but also contributes to society?
- b. because she has a social status
- c. because she will be a career woman

- d. because she is able to fulfill her responsibilities towards her family and spread both her learning and knowledge to her society
- e. because she becomes rich and able to support her family

37. read the text

The importance of Reading

I personally think that reading is a very important activity in our life. Why do I say so? Firstly, by reading we can get a lot of knowledge about many things in the world such as Science, technology. Sports, arts, culture, etc written in either books, magazine, newspaper, etc.

Secondly, by reading we can get a lot of news and information about something happening in any parts of the world which can we see directly.

Another reason, reading can give us pleasure too. When we are tired, we read books, newspaper or magazine on the entertainment coloumn such as comedy, short story, quiz, etc. To make us relaxed.

The last, reading can also take us to other parts of the world. By reading a book about Irian Jaya we may feel we're really sitting in the jungles not at home in our rooms.

From the facts above, it's obvious that everyone needs to read to get knowledge, information and also entertainment. Or in summary we can say reading is truly important in our life.

Why is reading very important in our life? Because.....

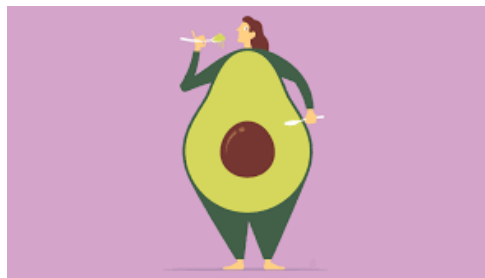
- a. By reading, we can get a lot of friends, relatives, experience, etc
- b. By reading we can get a lot of knowledge, news, information and entertainment
- c. By reading, we can get little knowledge but a lot of entertainment.
- d. By reading, we are always relaxed.

38. Do you know if we are too fat, you may have serious problems with your health? A group of doctor wrote a report about some of the effects of too much fat.

One important effect is on the heart. If you are fat, your heart has to work harder. This may lead to heart attack or it may lead to other heart problems. In addition, extra fat can also change the amount of sugar in your blood. This can cause serious disease such as diabetes.

Furthermore, high blood pressure is another result of being fat. More studies are needed about all these problems but no one thing is clear, extra fat may make your life shorter. The above text is in form of ...

- a. narrative
- b. report
- c. descriptive
- d. analytical exposition
- e. hortatory exposition



39. What is the text organization of the first paragraph?

- a. thesis
- b. argument
- c. conclusion
- d. complication
- e. resolution



40. These are the effects of too much fat, except ...

- a. serious disease
- b. heart has to work hard
- c. change the blood amount
- d. diabetes
- e. heart's problems

41. The sentence below contains an adjective clause:

“The student who won the competition will represent our school at the national event.”

What is the function of the adjective clause *“who won the competition”*?

- A. To show the reason
- B. To describe the action
- C. To identify which student is being referred to
- D. To state the time of the event
- E. To express a contrast

42. Choose the sentence that uses the correct relative pronoun.

- A. The woman which called you is waiting outside.
- B. The teacher whom teaches English is very kind.
- C. The boy who helped me yesterday lives next door.
- D. The laptop who I bought yesterday is broken.
- E. The doctor whom works at that hospital is my cousin.

43. Maria is talking about a book. She says: “This book is very inspiring. The book was written by a young activist.”

Combine the sentences using the correct adjective clause.

- A. This book, who was written by a young activist, is very inspiring.
- B. This book which was written by a young activist is very inspiring.
- C. This book whom was written by a young activist is very inspiring.
- D. This book where was written by a young activist is very inspiring.
- E. This book that was written by a young activist is very inspiring.

44. Which sentence contains an **incorrect** use of a relative pronoun?

- A. The students who volunteered will join the event.
- B. The friend whom I met yesterday is moving abroad.
- C. The phone which I bought last week is already broken.
- D. The woman who her car was stolen reported it to the police.
- E. The idea which you shared sounds brilliant.

Combine the sentences below into a correct complex sentence with an adjective clause:

1. The girl is my classmate.
 2. You met her yesterday.
- A. The girl who you met yesterday is my classmate.
 - B. The girl which you met yesterday is my classmate.
 - C. The girl where you met yesterday is my classmate.
 - D. The girl whom met you yesterday is my classmate.
 - E. The girl whom you met yesterday is my classmate.

45. **Read the paragraph and choose the correct answer to complete the sentence.**

My sister joined a writing competition last month. The competition was held for students across the province. The judges, ___ evaluated all submitted stories carefully, finally chose ten finalists to join the next round.

- A. who
- B. whom
- C. which
- D. where
- E. whose

46. **Fill in the blank with the correct relative pronoun.**

Last week, I visited an exhibition about traditional crafts. I met a woman ___ I interviewed for my school project because she had unique knowledge about handmade fabrics.

- A. who
- B. whom
- C. which
- D. where
- E. that

47. **Complete the paragraph using the correct relative pronoun to combine the ideas.**

Our school library has recently received several new books. One of them is a science novel ___ was written by a young researcher. The book has become popular among students because it explains scientific concepts in simple stories.

- A. who
- B. whom
- C. which
- D. whose
- E. where

48. My friend recommended a doctor ___ specializes in sports injuries because I hurt my ankle during practice. She said the doctor is very patient with young athletes.

- A. who
- B. whom
- C. which
- D. where
- E. whose

49. Read the paragraph and complete the sentence.

During our community service project, we met many local residents. One of them was an elderly man ____ stories about his childhood helped us understand the history of the village.

- A. who
- B. whom
- C. whose
- D. which
- E. that

50. Read the following section of a Cover Letter:

"I am writing to apply for the Marketing Manager position at XYZ Company, as advertised on LinkedIn. With over five years of experience in digital marketing and a proven track record of increasing brand engagement by 40%, I am confident in my ability to contribute to your team's success. My expertise includes social media strategy, content creation, and data analysis, which align perfectly with the requirements outlined in the job description."

Which of the following statements accurately describe the social function, structure, or language features of this text?

- a) It introduces the applicant's qualifications and matches them to the job requirements.
- b) It uses informal language to create a friendly tone.
- c) It follows the structure of a professional cover letter by stating the purpose and highlighting relevant experience.
- d) It includes exaggerated claims to impress the employer.
- e) It incorporates formal vocabulary and professional register.

51. Read the following analytical text about deforestation:

"Deforestation in the Amazon rainforest has escalated due to agricultural expansion. Consequently, biodiversity loss has become a critical issue. Furthermore, indigenous communities who depend on the forest for their livelihoods are facing displacement. As a result, international organizations are urging governments to implement stricter conservation policies."

Which of the following statements correctly identify cause-and-effect relationships in the text?

- a) Agricultural expansion is a cause of deforestation.
- b) Biodiversity loss is a cause of deforestation.
- c) Deforestation is a cause of displacement for indigenous communities.
- d) Stricter conservation policies are a cause of deforestation.
- e) International organizations are urging action as a result of deforestation and its effects.

52. Choose the most appropriate conjunctions to complete the following sentences:

1. Many species are endangered _____ habitat destruction.
2. Plastic waste pollutes oceans; _____, marine animals often mistake it for food.
3. Renewable energy sources are gaining popularity _____ they are environmentally friendly.

Conjunctions:

- a) due to
- b) consequently
- c) as a result

- d) therefore
- e) because

53. Identify the sentences that contain adjective clauses and correctly describe their function:

- a) The scientist who discovered the vaccine was awarded a Nobel Prize.
- b) She submitted her application, and she received a response within a week.
- c) The company, which is based in Germany, specializes in renewable energy.
- d) Due to climate change, polar ice caps are melting at an alarming rate.
- e) The project manager whom we hired last month has extensive experience.

54. Combine the following pairs of sentences into complex sentences using the correct relative pronouns:

1. The book was written by a famous author. It became a bestseller.
2. The candidate has a degree in engineering. We interviewed her yesterday.
3. The policy aims to reduce carbon emissions. It was introduced last year.

Which of the following combinations are grammatically correct and meaningful?

- a) The book which was written by a famous author became a bestseller.
- b) The candidate who we interviewed her yesterday has a degree in engineering.
- c) The candidate whom we interviewed yesterday has a degree in engineering.
- d) The policy that aims to reduce carbon emissions was introduced last year.
- e) The policy, who was introduced last year, aims to reduce carbon emissions.

55. Choose the sentences that use relative pronouns correctly:

- a) The employee who works in the finance department received a promotion.
- b) The employee whom works in the finance department received a promotion.
- c) The report which was submitted yesterday contained critical data.
- d) The manager whom I reported to has resigned.
- e) The organization who launched the campaign is based in Paris.