

## USING POSSESSIVES WITH GERUNDS

Read the text of two memorandums from a company's Director of Human Resources. Complete the memos by writing the gerund and possessive forms of the words in parentheses.

### MEMORANDUM

To: Fred Green, President  
From: Sally Evans, Director, Human Resources  
Subject: Nominees for Employee of the Year

This year it is extremely difficult to choose the Employee of the Year because there are several outstanding team members. As you know, the award is based on the contributions a person has made to improve customer relations, sales concepts, and future market possibilities.

Here are five nominees:

- John Marvin. John is a true leader. **(take over / he)** His taking over during the shipping crisis greatly strengthened our market position.
- Julia Lista. Julia is a genius at analyzing budgets. **(find / she)** \_\_\_\_\_ new ways to cut costs has reduced our expenditures by 19 percent this year.
- Mary Salisbury. **(work / Mary)** \_\_\_\_\_ late every night hasn't been for nothing. Sales in her department are up more than in anyone else's.
- George Bloom. **(come / George)** \_\_\_\_\_ to our firm as Director of Public Relations two years ago is lucky for us. During this time, he has substantially enhanced the image of our company both locally and nationally.
- Henry Fan. Everybody knows that **(constant / fiddle / Henry)** \_\_\_\_\_ with our website has had excellent results. Our website has won three awards this year, and the number of hits has doubled since last year.

Please contact me at your earliest convenience with your ideas about a worthy recipient for the award.

## MEMORANDUM

To: Fred Green, President  
From: Sally Evans, Director, Human Resources  
Subject: Employees with bad reviews

After the yearly review by their directors, I am calling to your attention three employees whose performances must improve considerably within the next three months if the company is going to keep them. These employees are:

- Nicole Anderson. Nicole can't stay anywhere near her sales quota. We are losing sales in the entire northeast part of the state because of **(fall down / Nicole)** \_\_\_\_\_ on the job.
- Barbara Green. Barbara's work is acceptable, but **(constant / complain / she)** \_\_\_\_\_ is demoralizing to her co-workers. It has gotten to the point that nobody wants to work with her.
- Jim Haley. (come / Jim) \_\_\_\_\_ in late on Mondays is unprofessional. In spite of his supervisor's warnings, Jim doesn't seem able to modify this behavior.

Appropriate action is being taken by the supervisors.