

A, An, or The in Work Updates

Medium

B1 | Intermediate

Article

Countable and uncountable

Determiner

Noun

1. Help the exhausted developer post a grammatically correct status update on the team's messaging app.

I finally finished fixing ____ bug that crashed our website yesterday. Now I'm going to take ____ hour-long lunch break!

Select one.

- A) a / a
- B) the / a
- C) the / an
- D) a / the

2. Help our eager intern, Alex, proofread his Friday status update! Select ALL the sentences that use articles correctly.

Select all that apply.

- A) I finally finished the quarterly report you requested.
- B) We are scheduling a meeting with a new client next week.
- C) I am still waiting for an feedback from the design team.
- D) Please review a attached document before our afternoon call.

3. Choose the correct articles to help the IT department send out their morning system update.

Please note that we are migrating to ____ new server today. You will all receive ____ SMS with your temporary password shortly.

Select one.

- A) the / a
- B) a / a
- C) a / an
- D) the / the

4. Complete the IT manager's triumphant email update to the team. Choose the best article for each blank.

Good news, everyone! I found ____ clever workaround for our login issue.

It turns out that ____ glitch we've been seeing all morning was caused by yesterday's server migration.

I've assigned this ticket to ____ available engineer on the backend team. She is testing the code right now, and ____ official fix should be live by 5 PM.

Choose the correct option for each gap.

Blank 1

- A) a
- B) an
- C) the

Blank 2

- A) the
- B) a
- C) an

Blank 3

- A) an
- B) a
- C) the

Blank 4

- A) the
- B) a
- C) an

5. Manager Michael is sending an update email about office supplies and company updates. Select ALL the sentences where he uses articles (or zero articles) perfectly.

Select all that apply.

- A) Coffee is provided in the breakroom every morning.
- B) The coffee we bought yesterday is already gone!
- C) We need to order a new equipment for the remote workers.
- D) I have a great news about the Q3 budget!

6. Complete the analyst's quick message to their manager by choosing the correct missing words.

I've just attached ____ weekly report you asked for. It shows a massive improvement in ____ customer satisfaction!

Select one.

- A) a / the
- B) the / the
- C) a / [no article]
- D) the / [no article]

7. Help Marcus write his slightly panicked Slack update to his manager. Select the correct article for each gap.

Hi Sarah! I just sent out _____ final agenda for tomorrow's client meeting.

We have _____ unexpected problem, though. _____ main projector in Conference Room B is completely dead.

Could you bring _____ spare HDMI cable from home if you have one? We might need to use my laptop screen instead!

Choose the correct option for each gap.

Blank 1

- A) a
- B) an
- C) the

Blank 2

- A) a
- B) an
- C) the

Blank 3

- A) A
- B) An
- C) The

Blank 4

- A) a
- B) an
- C) the

8. The IT department is updating their ticket logs, but the auto-correct went rogue! Select ALL the sentences that correctly use "a" or "an" based on their pronunciation.

Select all that apply.

- A) The server crash was an honest mistake by the junior developer.
- B) We need to establish an SLA (Service Level Agreement) for this issue.
- C) I created a SOS ticket for the sudden network outage.
- D) The user requested an password reset for their main account.
- E) It will take a year to fully upgrade the legacy system.