

English correction:

- 1) He is the one who has blue tie on. ✓
- 2) We like the new secretary very much. ✓
- 3) ~~Could~~ Can you guide me ~~about~~ how can ~~we~~ get in touch with Mr. Tufan? ✓
- 4) We are not sure ~~whether~~ ^{if} he has enough experience for the position. ✓
- 5) She ~~was~~ ^{is} very sick and has been in the hospital for 2 weeks. ✓
- 6) We ~~have~~ talked for ^{three} 3 hours ~~in~~ this morning. ✓
- 7) We are using all the information we have to make an informed decision. ✓
- 8) They ^{often} change our seats at work. ✓
- 9) They do not let us send ~~gifts~~ ^{gifts} to our clients without getting approval from management. ^{first} ✓
- 10) Do we have ^{any} coffee or tea to offer our guests. ✓