

THIS/THAT IS OR THESE/THOSE ARE



A: Good Morning, Ms. Taylor. _____ our Head for sales, Mr. Goodman.

T: Nice to meet you, Mr. Goodman.

G: You too. Alice will show you the office.

A: Sure. Come along. _____ your computer over there. _____ Mark to the right of it. You may ask him questions when I'm not around.

T: _____ Susan next to him?

A: Yes, she is our HR manager. You met her at the Interview. _____ our trainees Jane and Mariana over there. They can show you where a printer and Xerox are in the office.

T: Ok. Who _____ ladies?

A: They are our accountant and lawyer Mrs. Newson and Jill.

T: _____ a coffee machine? Is it free?

A: Yes, sure. And _____ cookies made by Margaret. Make a coffee for yourself and have a treat.

M: Hi, Alice. _____ a new trainee?

A: Yes, Margaret, _____ Ann Taylor.

T: Pleased to meet you. _____ amazing cookies!

M: (smiling) Yes, they are. I got this recipe from my grannie.

A: Oh, look at the time! I have to be somewhere else now.

T: No problem. Hi, Jerrie! Ann, look. _____ our receptionist...



Fill in the gaps with the appropriate words (This/that is; these/those are).



Mark.



Jill.



Jerrie and Mariana.



Tom and Mr.
Goodman.