

## 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.