

# Welcome to the company

Read the conversation and fill in the gaps with  
That is / This is or These are/ Those are  
Then practice with a partner.



**Eric:** Good morning, Khan. Let me introduce you, \_\_\_\_\_ our Head of Sales Department, Mrs. Angela Enver.

**Khan:** Nice to meet you, Mrs. Enver.

**Angela:** Nice to meet you as well. Eric, please give Mr. Khan a tour around the office.

**Eric:** Sure, come along. \_\_\_\_\_ your computer over there and \_\_\_\_\_ Mark to the right of it. You can ask him questions when I'm not around.

**Khan:** \_\_\_\_\_ Zeynep next to him?

**Eric:** Yes, she's our HR manager. And \_\_\_\_\_ our trainees, Simon and Isaac over there.

**Khan:** \_\_\_\_\_ the general offices?

**Eric:** That's right. Now, look right here, \_\_\_\_\_ Mrs. Angela's office.

**Khan:** I see, and where's the cafeteria?

**Eric:** Oh \_\_\_\_\_ over there, behind those printers.

[Then in the cafeteria]

**Khan:** \_\_\_\_\_ a coffee machine? Is it free?

**Eric:** Yes it is!

**Khan:** Cool. And what \_\_\_\_\_?

**Eric:** You mean these? \_\_\_\_\_ only cookies the company gives us for free.

