

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.

