Choose the correct word to complete the sentences.

1. This is my department – Customer Service. Lawrie is _____ boss.

2. She has an assistant and _____ name is Pauline.

3. _____ desk is next to Pauline's.

4. Next to you is Harald and those are _____ biscuits on a his desk.

5. The coffee machine is for _____ office only – not the whole department.

6. They have _____ coffee machine in the HR kitchen.

LIVEWORKSHEETS

Complete the email with the words from the list:

am *your* *my* *our* *are (x2)* *is (x3)* *her*

Subject: my new company

Hi Abdul,

Here's the information about us:

The name of the company is IT-express. It _____ a computer company. I _____ the CEO, and my four colleagues _____ the technicians. Pascale is personal assistant.

_____ office is in Tunis, but the customers _____ in Spain.

Yolanda _____ the new Sales Rep. She _____ Spanish, but
_____ French and English are very good.

Send me _____ phone number so we can meet.

Regards,

Kashyar

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