

Welcome to **this** company

Name:

Group:

Andrews: Good morning, Mr. Kirkwood. _____ is Miss Andrea Dawson. She is our new editor.

Kirkwood: Nice to meet you, Miss Dawson.

Dawson: Nice to meet you, too, Mr. Kirkwood.

Andrews: Mr. Kirkwood is the sales director. _____ is his office over there.

Kirkwood: Welcome to our company.

Dawson: Thank you.

Andrews: Come on, Andrea. Let's go to your office.

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Dawson: What is _____?

Andrews: Oh, it is a coffee machine.

Dawson: Can we use it?

Andrews: Of course. Let's get a cup of coffee.

Dawson: Can I take one of _____ cookies?

Andrews: Yes, take it. Margaret, our receptionist, brings cookies for all every Monday.

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Dawson: Who are they?

Andrews: _____ are Laura Hills and Jake Peters. They are our interns. They can help you any time your need it. They usually work in _____ cubicles.

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Andrews: _____ is your office. _____ is your computer. And if you need to print something, you can use _____ printer over there.

Dawson: Great.

Andrews: Feel free to decorate it to your taste. I would change _____ pictures on _____ wall.

Dawson: Good. I will think about _____.

