A Can you name five things that you use in an office? Read the conversation. How many different office things do the speakers mention in the conversation?

First Day at the Office

Robert Hello, Claudia. I’m Robert. Welcome to our company!
Claudia Hello, Robert. It’s nice to meet you.
Robert This is your desk. That’s the closet for your coat. Let me show you around.
Claudia Thanks.
Robert Office supplies, like paper, folders, and CDs, are in those cabinets over there. The printers are here, and this is the only copy machine. The paper is in these drawers below the printers.
Claudia Thanks. That’s good to know.

Robert Now, let me introduce you to Keung. He’s on your team. Keung, this is Claudia. She’s our new sales manager.

Keung Nice to meet you, Claudia.

Claudia Nice to meet you, Keung. Those photographs are beautiful. Are you a photographer?

Keung Well, photography is my hobby. Those pictures are from my trip to Thailand.

Claudia That photograph on the left is great. What is it?

Keung It’s the Royal Palace in Bangkok, my favorite place.

Claudia That’s a great picture, too.

Keung Those little girls are my sister’s children. She lives in Bangkok.

Robert Sorry to interrupt, but we have a management meeting in 10 minutes. It’s in the conference room. It’s this way, down the hall. Let’s get some coffee before the meeting.

Claudia OK. See you later, Keung.

Keung Wait. Robert, are these your reports?

Robert Yes, they are. Thanks. I need them for the meeting.

B Comprehension Check Match the two parts of the sentences about the conversation.

1. Claudia _____ a. are in the cabinets.
2. Keung _____ b. are his sister’s children.
3. The little girls in the photograph _____ c. is a new employee.
4. Office supplies _____ d. is in the conference room.
5. The meeting _____ e. is on her team.

C Notice Find the sentences in the conversation and circle the correct words.

1. The paper is in these / this drawers below the printers.
2. Those / That photograph on the left is great.
3. That / Those little girls are my sister’s children.
4. It’s this / these way, down the hall.

Now look at the nouns in italics. What words come before the singular nouns? What words come before the plural nouns?
Demonstratives and Possessives

**Grammar Presentation**

The demonstratives are *this*, *that*, *these*, and *those*. We use demonstratives to “point to” things and people.

**2.1 Demonstratives with Singular and Plural Nouns**

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This</strong></td>
<td><strong>These</strong></td>
</tr>
<tr>
<td><strong>That</strong></td>
<td><strong>Those</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>This</em> drawer is empty.</td>
<td><em>These</em> cabinets are for supplies.</td>
</tr>
<tr>
<td><em>That</em> is for paper.</td>
<td><em>Those</em> is locked.</td>
</tr>
</tbody>
</table>

**2.2 Demonstratives Used Without Nouns**

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This</strong></td>
<td><strong>These</strong></td>
</tr>
<tr>
<td><strong>That</strong></td>
<td><strong>Those</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>This</em> is for you.</td>
<td><em>These</em> are from your co-workers.</td>
</tr>
<tr>
<td><em>That</em> is my desk.</td>
<td><em>Those</em> are for us.</td>
</tr>
</tbody>
</table>

**2.3 Using Demonstratives with Singular and Plural Nouns**

- **a.** Use *this* for a person or thing near you (a person or thing that is *here*).
  - *This* desk is Amanda’s.
  - *This* paper is for the printer.

- **b.** Use *that* for a person or thing not near you (a person or thing that is *there*).
  - *That* desk is Janet’s.
  - *That* printer is a color printer.

- **c.** Use *these* for people or things near you (people or things that are *here*).
  - *These* reports are for the meeting.
  - *These* students are in your English class.

- **d.** Use *those* for people or things not near you (people or things that are *there*).
  - *Those* folders are the sales reports.
  - *Those* soccer players are great.

- **e.** Use *this*, *that*, *these*, and *those* before nouns to identify and describe people and things.
  - *This photo* is my favorite.
  - *That little girl* in the photo is my sister’s daughter.
  - *These charts* are helpful.
  - *Those papers* are important.
2.4 Using Demonstratives with Be

| a. You can use this, that, these, and those as pronouns to identify things. |  
| **This is** the only copy machine.  
= **This copy machine is the only copy machine.**  
**That is** the color printer.  
= **That printer is the color printer.**  
**These are** the reports for the meeting.  
= **These reports are the reports for the meeting.**  
**Those are** my keys.  
= **Those keys are my keys.** |

| b. You can only use this and these as pronouns to introduce people. |  
| A **This is** Claudia.  
B Hi, Claudia! Nice to meet you.  
A **These are** my co-workers, Mena and Liz.  
B Hello. Nice to meet you. |

| c. In informal speaking, use the contraction that's instead of that is. |  
| **That’s** a nice picture. |

2.5 Questions with Demonstratives

| a. To identify people, ask questions with Who is ...?  
If it’s clear who you are talking about, you can omit the noun. | **Who is** that new teacher?  
**Who is** that? |

| b. To identify things, ask questions with What is ...?  
If it’s clear what you are talking about, you can omit the noun. | **What is** that noise?  
**What is** that? |

| c. To ask about a price, use How much is / are ...?  
If it’s clear what you are talking about, you can omit the noun. | **How much is** this printer?  
**How much is** this?  
**How much are** these printers?  
**How much are** these? |

| d. After questions with this and that, answer with it for things and he or she for people. | “**How much is this copier?” “It’s $100.”**  
“**Who is that lady?” “She’s my boss.”** |

| e. After questions with these and those, answer with they. | “**Are these your reports?” “Yes, they are.”**  
“**Who are those people?” “They’re my co-workers.”** |
Grammar Application

Exercise 2.1 Demonstratives with Singular and Plural Nouns

Help Margo describe her office. Write this or these for things that are near her, and that or those for things that are not near her.

1. ___This___ phone is new.
2. _______ closet is for her coat.
3. _______ books are about business.
4. _______ computer is old.
5. _______ pens are very good.
6. _______ window is open.
7. _______ papers are for the meeting.
8. _______ cabinet is for paper clips, folders, and general office things.
9. _______ picture is a photograph of her family.
10. _______ folders are for the sales reports.

Exercise 2.2 More Demonstratives with Singular and Plural Nouns

Pair Work  What’s in your pocket? What’s in your bag? Tell your partner using this and these. Then your partner repeats everything using that and those.

A  This is a cell phone. These are keys. This is a pen. These are pencils. This is a paper clip.

B  OK. That’s a cell phone. Those are keys. That’s a pen. Those are pencils. That’s a paper clip.
Exercise 2.3 Demonstratives Without Nouns

A Which noun isn’t necessary? Cross out the noun. Check (✓) the sentences where you cannot cross out the noun.

Jane How much are these (1) memory sticks?
Salesclerk $30.
Jane Thank you. That’s a nice (2) computer. ✓
Lisa Yes, it has a big screen. What’s that (3) thing on the front?
Salesclerk It’s the webcam. And here’s the headphone jack.
Jane Yeah. Is this (4) model a new model?
Salesclerk No. This (5) model is an old model. That’s why it’s on sale. That’s (6) the new model over there.
Jane Oh, I see. Hey, these (7) headphones are great headphones.
Lisa Yeah? Buy them!
Jane Hmm… They’re $250. No, thank you!

B Listen to the conversation and check your answers.

Exercise 2.4 Questions and Answers with Demonstratives

Circle the correct words.

1. A How much is (these / that) printer, please?  B It’s / They’re $220.
2. A Excuse me, how much are (these / this) scanners?  B It’s / They’re $150.
3. A How much is (those / this) electronic dictionary?  B It’s / They’re $100.
4. A Excuse me, how much are (that / those) pens?  B It’s / They’re $4.
5. A How much are (these / that) laptops?  B It’s / They’re on sale. It’s / They’re $300.
6. A How much is (those / that) digital photo frame?  B It’s / They’re $60.
Exercise 2.5 More Questions and Answers with Demonstratives

Pair Work Look around your classroom. In each box, write the names of three more things you see.

<table>
<thead>
<tr>
<th>Near Me</th>
<th>Not Near Me</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singular</td>
<td>a desk, . . .</td>
</tr>
<tr>
<td>Plural</td>
<td>books, . . .</td>
</tr>
</tbody>
</table>

Ask your partner Yes/No questions about the things above. Answer with it (singular) or they (plural).

A Is that a map of Iowa? A Are these books new?
B No, it's not. It's a map of Illinois. B Yes, they are.

Exercise 2.6 Vocabulary Focus: Responses with That’s

You can use short responses with That’s + adjective in conversations. A I have a new job. A My printer is broken. B That’s great! / That’s good! B That’s too bad.

Here are common adjectives to use with that’s. excellent good great interesting nice OK terrible too bad wonderful

Write a response with That’s + adjective. Use the adjectives above.

1. It’s a holiday tomorrow. That’s nice.
2. We’re on the same team! __________________
3. Business isn’t very good this year. __________________
4. Patricia’s not here today. She’s sick. __________________
5. I have a new laptop! __________________
6. This cell phone has a dictionary. __________________
Possessives show that someone possesses (owns or has) something.

A. Is this Diane’s desk?
B. No, it’s my desk. Her desk is in the other office. Her boss’s desk is in that office, too.

### 3.1 My, Your, His, Her, Its, Our, Their

<table>
<thead>
<tr>
<th>Subject</th>
<th>Possessive</th>
<th>Sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>my</td>
<td>I’m not ready for class. My desk is very messy.</td>
</tr>
<tr>
<td>you</td>
<td>your</td>
<td>You are very organized. Your desk is so neat.</td>
</tr>
<tr>
<td>he</td>
<td>his</td>
<td>He is a new employee. His old job was in Hong Kong.</td>
</tr>
<tr>
<td>she</td>
<td>her</td>
<td>She isn’t in the office now. Her computer is off.</td>
</tr>
<tr>
<td>it</td>
<td>its</td>
<td>It is a new company. Its president is Mr. Janesh.</td>
</tr>
<tr>
<td>we</td>
<td>our</td>
<td>We have the reports. Our boss wants to read them now.</td>
</tr>
<tr>
<td>you</td>
<td>your</td>
<td>You are co-workers. Your office is on the second floor.</td>
</tr>
<tr>
<td>they</td>
<td>their</td>
<td>They are at the office. Their boss is on vacation.</td>
</tr>
</tbody>
</table>

Subject and Object Pronouns: See page A18.

### 3.2 Possessive Nouns

**a.** Add ‘s to singular nouns to show possession.
- The manager’s name (one manager)
- The boss’s ideas (one boss)

**b.** Add an apostrophe (’) to plural nouns ending in -s to show possession.
- The managers’ names (more than one manager)
- The bosses’ ideas (more than one boss)

**c.** For irregular plural nouns, add ‘s to show possession.
- The men’s books (more than one man)
- The children’s room (more than one child)

**d.** My, your, his, her, our, and their can come before a possessive noun.
- My friend’s job
- Our parents’ names

### 3.3 Whose?

| a. We can use whose to ask who owns something. We can use it with singular and plural nouns. | Whose jacket is this?  
I think that’s Kana’s jacket. |
|---|---|
| b. We often use whose with this, that, these, and those. | Whose papers are those?  
Oh! They’re my papers. Thank you. |

### 3.4 Using Possessives

| a. Use the same possessive form before a singular noun or a plural noun. | SINGULAR  
my friend  
her report  
the boss’s report | PLURAL  
my friends  
her reports  
the boss’s reports |
|---|---|---|
| b. Use a possessive to show that someone owns something. | her pen  
their folders  
Rachel’s car |
| c. Use a possessive to show that someone has something. | your name  
my birthday  
Jared’s job |
| d. Use a possessive to show relationships between people. | my sister  
his boss  
Claudia’s co-worker |
| e. Use a possessive noun to talk about places and countries. | The city’s population  
Japan’s prime minister |
Demonstratives and Possessives

Grammar Application

Exercise 3.1 Possessives

Ben sends an e-mail to Dora and attaches some pictures. He describes them. Complete the e-mail. Use the possessive form of the pronoun in parentheses – my, his, her, its, our, their – or ’s.

Hi Dora,

Here are the photos of our (we) end-of-semester party for _______ (we) English class. The first photo is Juliana and Keiko. Is Juliana in _______ (you) math class? She’s sometimes _______ (I) partner in pair work. Keiko is _______ (she) best friend.

Then, in the second photo, the woman in the pink shirt is Sally. She’s _______ (Juliana) sister. _______ (They) family is in Chicago, but Sally is here, too. The tall man is Mr. Donovan. He’s _______ (we) new teacher. _______ (He) first name is Howard, and he’s very friendly. In this photo we’re in the hall near _______ (Mr. Donovan) office.

Send me some pictures of your class.

Ben

Exercise 3.2 Possessive ’s or s’?

A Circle the correct form of the possessive (’s or s’) in the sentences.

1. My co-worker’s / co-workers’ name is Krista.
2. Krista’s / Kristas’ last name is Logan.
3. She has two managers. Her manager’s / managers’ names are Tom and Sara.
4. Sara’s / Saras’ family is from Colombia.
5. She has two brothers. Her brother’s / brothers’ names are José and Carlos.
6. Tom's / Toms’ wife is from New Jersey. Her name is Jessica.
7. Jessica and Tom have a daughter. Their daughter’s / daughters’ name is Danielle.
8. They have two cats. The cat’s / cats’ names are Sam and Max.

B Pair Work Tell a partner about someone you know at work or about a friend at school. Use the sentences in A as a model.

Exercise 3.3 Questions with Whose and Who’s

A Complete the questions about the people in the photos with Whose and Who’s. Then answer the questions.

Name: Ling Yang
Nationality: Chinese
Birthday: October 2
Best friend: Leila
Major: Nursing
Interests: yoga, art

Name: Ki-woon Do
Nationality: South Korean
Birthday: June 5
Best friend: Nora
Major: Business
Interests: soccer, movies

Name: Missolle Beauge
Nationality: Haitian
Birthday: April 7
Best friend: Lona
Major: Computers and Technology
Interests: music, cooking

1. Whose best friend is Leila? Leila is Ling’s best friend.
2. _________ birthday is in June?
3. _________ Chinese?
4. _________ major is Business?
5. _________ Haitian?
6. _________ from South Korea?
7. _________ major is Nursing?
8. _________ birthday is in October?
9. _________ interested in soccer?
10. _________ interests are music and cooking?

B Pair Work Ask and answer other questions about the people in A.

A Whose best friend is Nora?
B Nora is Ki-woon’s best friend.
Avoid Common Mistakes

1. Use this and that for singular things and people.
   
   Avoid Common Mistakes
   
   1. Use *this* and *that* for singular things and people.
   
   *This* printer is $79.
   
   *That* man is my manager.

2. Use these and those for plural things and people.

   2. Use *these* and *those* for plural things and people.

   *These* folders are for the meeting.
   
   *Those* women are on my team.

3. Its is possessive. It’s is a contraction for it is.

   3. *Its* is possessive. It’s is a contraction for it is.

   He works for a small company. *Its* name is Z-Tech. *It’s* on Main Street.

4. Use ’s (singular) or s’ (plural) with possessive nouns.

   4. Use ’s (singular) or s’ (plural) with possessive nouns.

   Tomorrow is her *mother’s* birthday. I don’t know my co-workers’ birthdays.

5. Use the same possessive form before a singular noun or a plural noun.

   5. Use the same possessive form before a singular noun or a plural noun.

   Justine enjoys spending time with her co-workers.

Editing Task

Find and correct eight more mistakes in this conversation.

**A** Hi. I’m sorry to interrupt you, but where’s the manager’s office?

**B** *Its* next to Claudia office.

**A** Where is *those*? I don’t know Claudia.

**B** Oh, it’s down *these* hallway right here. Turn left after you pass that *two* elevators.

**A** Oh, OK. You mean *it’s* near the two assistants office.

**B** That’s right. Do you know them?

**A** Yes, I do.

**B** Then please give them a message. Theirs folders are on my desk.
Writing About Things and People’s Possessions

Writers use demonstratives and possessives to explain who people are and what they own. They also use them to describe the location of people and things in a place.

Writers often use demonstratives and possessives to describe people and things in pictures.

Remember:

• Use this and these for things and people near you.
  *This is my boss, Serena.  These are my co-workers, Jon and Marquesa.*

• Use that and those for things and people not near you.
  *That office over there is Jon’s office.  Those offices over there are empty.*

• Use possessives before a noun or nouns to show the relationships between people and things.
  *Serena’s boss is there.  Her name is Maxie.  Our office is here.*

Pre-writing Task

1 Read the e-mail below. What does the writer describe?

Hi Jun,

How are you? How is your new job? This is a picture of the people at the office. It is our new team. That is your friend Jung Won in the front. She’s married now. Those two men in the back are new. Their names are Francisco and Jack. They are Casey’s friends. Paula’s new roommate, Sandy, is on our team, too. Pietro and Diego are not in this office anymore. Their office is downtown. Let’s talk soon.

Alexia

2 Read the e-mail again. Circle the possessives and draw an arrow to the things or people the possessives go with. Then underline the demonstratives. Notice the writer’s use of our. Who does the writer mean by our?
Writing Task

1 Write Find a picture of people in your life. Write an e-mail about them. Use the e-mail in the Pre-writing Task to help you.

Use sentences with demonstratives and possessives. Use sentences such as:

• This is a picture of ____.
• This / That is ____.
• These / Those (people, things) are ____.
• This / That (person, thing) is ____.

2 Self-Edit Use the editing tips below to improve your sentences. Make any necessary changes.

1. Did you use demonstratives and possessives to write about people and their relationships in your pictures?
2. Did you use this and these for things and people near you?
3. Did you use that and those for things and people not near you?
4. Did you use possessives before a noun or nouns to show the relationships between people and things?
5. Did you avoid the mistakes in the Avoid Common Mistakes chart on page 49?