

1 Grammar in the Real World 

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.

5 *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.
- 10 *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?
- 15 *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.
- 20 *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.
- 25 *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.

- The paper is in these / this *drawers* below the printers.
- Those / That *photograph* on the left is great.
- That / Those little *girls* are my sister's children.
- 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?

2 Demonstratives (*This, That, These, Those*)

► Grammar Presentation

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

This is my desk.
Those desks are for new employees.

2.1 Demonstratives with Singular and Plural Nouns

SINGULAR				PLURAL			
<i>This / That</i>	Noun	Verb		<i>These / Those</i>	Noun	Verb	
This	drawer	is	empty.	These	cabinets	are	for supplies.
That			for paper.				Those

2.2 Demonstratives Used Without Nouns

SINGULAR			PLURAL		
<i>This / That</i>	Verb		<i>These / Those</i>	Verb	
This	is	for you.	These	are	from your co-workers.
That		my desk.	Those		for us.

2.3 Using Demonstratives with Singular and Plural Nouns

a. Use <i>this</i> for a person or thing <u>near</u> you (a person or thing that is <u>here</u>).	<i>This</i> desk is Amanda's. <i>This</i> paper is for the printer.
b. Use <i>that</i> for a person or thing <u>not near</u> you (a person or thing that is <u>there</u>).	<i>That</i> desk is Janet's. <i>That</i> printer is a color printer.
c. Use <i>these</i> for people or things <u>near</u> you (people or things that are <u>here</u>).	<i>These</i> reports are for the meeting. <i>These</i> students are in your English class.
d. Use <i>those</i> for people or things <u>not near</u> you (people or things that are <u>there</u>).	<i>Those</i> folders are the sales reports. <i>Those</i> soccer players are great.
e. Use <i>this, that, these,</i> and <i>those</i> before nouns to identify and describe people and things.	<i>This photo</i> is my favorite. <i>That little girl</i> in the photo is my sister's daughter. <i>These charts</i> are helpful. <i>Those papers</i> are important.

2.4 Using Demonstratives with Be

<p>a. You can use <i>this</i>, <i>that</i>, <i>these</i>, and <i>those</i> as pronouns to identify things.</p>	<p>This is the only copy machine. = <i>This copy machine is the only copy machine.</i></p> <p>That is the color printer. = <i>That printer is the color printer.</i></p> <p>These are the reports for the meeting. = <i>These reports are the reports for the meeting.</i></p> <p>Those are my keys. = <i>Those keys are my keys.</i></p>
<p>b. You can only use <i>this</i> and <i>these</i> as pronouns to introduce people.</p>	<p>A This is Claudia. B Hi, Claudia! Nice to meet you.</p> <p>A These are my co-workers, Mena and Liz. B Hello. Nice to meet you.</p>
<p>c. In informal speaking, use the contraction <i>that's</i> instead of <i>that is</i>.</p>	<p>That's a nice picture.</p>

2.5 Questions with Demonstratives

<p>a. To identify people, ask questions with <i>Who is ...?</i> If it's clear who you are talking about, you can omit the noun.</p>	<p>Who is that new teacher? Who is that?</p>
<p>b. To identify things, ask questions with <i>What is ...?</i> If it's clear what you are talking about, you can omit the noun.</p>	<p>What is that noise? What is that?</p>
<p>c. To ask about a price, use <i>How much is/are ...?</i> If it's clear what you are talking about, you can omit the noun.</p>	<p>How much is this printer? How much is this? How much are these printers? How much are these?</p>
<p>d. After questions with <i>this</i> and <i>that</i>, answer with <i>it</i> for things and <i>he</i> or <i>she</i> for people.</p>	<p>"How much is this copier?" "It's \$100." "Who is that lady?" "She's my boss."</p>
<p>e. After questions with <i>these</i> and <i>those</i>, answer with <i>they</i>.</p>	<p>"Are these your reports?" "Yes, they are." "Who are those people?" "They're my co-workers."</p>

► 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 <u>these</u> / <u>that</u> printer, please? | B <u>It's</u> / <u>They're</u> \$220. |
| 2. A Excuse me, how much are <u>these</u> / <u>this</u> scanners? | B <u>It's</u> / <u>They're</u> \$150. |
| 3. A How much is <u>those</u> / <u>this</u> electronic dictionary? | B <u>It's</u> / <u>They're</u> \$100. |
| 4. A Excuse me, how much are <u>that</u> / <u>those</u> pens? | B <u>It's</u> / <u>They're</u> \$4. |
| 5. A How much are <u>these</u> / <u>that</u> laptops? | B <u>It's</u> / <u>They're</u> on sale. <u>It's</u> / <u>They're</u> \$300. |
| 6. A How much is <u>those</u> / <u>that</u> digital photo frame? | B <u>It's</u> / <u>They're</u> \$60. |

Exercise 2.5 More Questions and Answers with Demonstratives

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

	Near Me	Not Near Me
Singular	<i>a desk, ...</i>	<i>a map, ...</i>
Plural	<i>books, ...</i>	<i>windows, ...</i>

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 <i>That's</i> + adjective in conversations.	A I have a new job. B <i>That's</i> great! / <i>That's</i> good!	A My printer is broken. B <i>That's</i> too bad.			
Here are common adjectives to use with <i>that's</i> .	excellent OK	good terrible	great too bad	interesting wonderful	nice

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

- It's a holiday tomorrow. *That's nice.*
- We're on the same team! _____
- Business isn't very good this year. _____
- Patricia's not here today. She's sick. _____
- I have a new laptop! _____
- This cell phone has a dictionary. _____

3 Possessives and *Whose*

► Grammar Presentation

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*

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

► Subject and Object Pronouns: See page A18.

3.2 Possessive Nouns

a. Add 's to singular nouns to show possession.	<i>The manager's name</i> (one manager) <i>The boss's ideas</i> (one boss)
b. Add an apostrophe (') to plural nouns ending in -s to show possession.	<i>The managers' names</i> (more than one manager) <i>The bosses' ideas</i> (more than one boss)
c. For irregular plural nouns, add 's to show possession.	<i>The men's books</i> (more than one man) <i>The children's room</i> (more than one child)
d. <i>My, your, his, her, our,</i> and <i>their</i> can come before a possessive noun.	<i>my friend's job</i> <i>our parents' names</i>

► Capitalization and Punctuation Rules: See page A1.

3.3 Whose?

a. We can use <i>whose</i> 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 <i>whose</i> with <i>this</i> , <i>that</i> , <i>these</i> , and <i>those</i> .	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		

► 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⁽¹⁾ (we) end-of-semester party for _____⁽²⁾ (we) English class. The first photo is Juliana and Keiko. Is Juliana in _____⁽³⁾ (you) math class? She's sometimes _____⁽⁴⁾ (I) partner in pair work. Keiko is _____⁽⁵⁾ (she) best friend.

Then, in the second photo, the woman in the pink shirt is Sally. She's _____⁽⁶⁾ (Juliana) sister. _____⁽⁷⁾ (They) family is in Chicago, but Sally is _____⁽⁸⁾ (we) new teacher. _____⁽⁹⁾ (He) first name is Howard, and he's very friendly. In this photo we're in the hall near _____⁽¹⁰⁾ (Mr. Donovan) office. Send me some pictures of your class.

15 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.*

4 Avoid Common Mistakes

1. Use **this** and **that** for singular things and people.

~~This~~
~~These~~ printer is \$79.

~~That~~
~~Those~~ man is my manager.

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

~~This~~
~~This~~ folders are for the meeting.

~~Those~~
~~That~~ women are on my team.

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

He works for a small company. ~~Its~~ name is Z-Tech. ~~Its~~ on Main Street.

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

Tomorrow is her ~~mother~~ birthday. I don't know my ~~co-workers~~ birthdays.

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

Justine enjoys spending time with ~~her~~ ~~hers~~ 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 its 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.

5 Grammar for Writing

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.

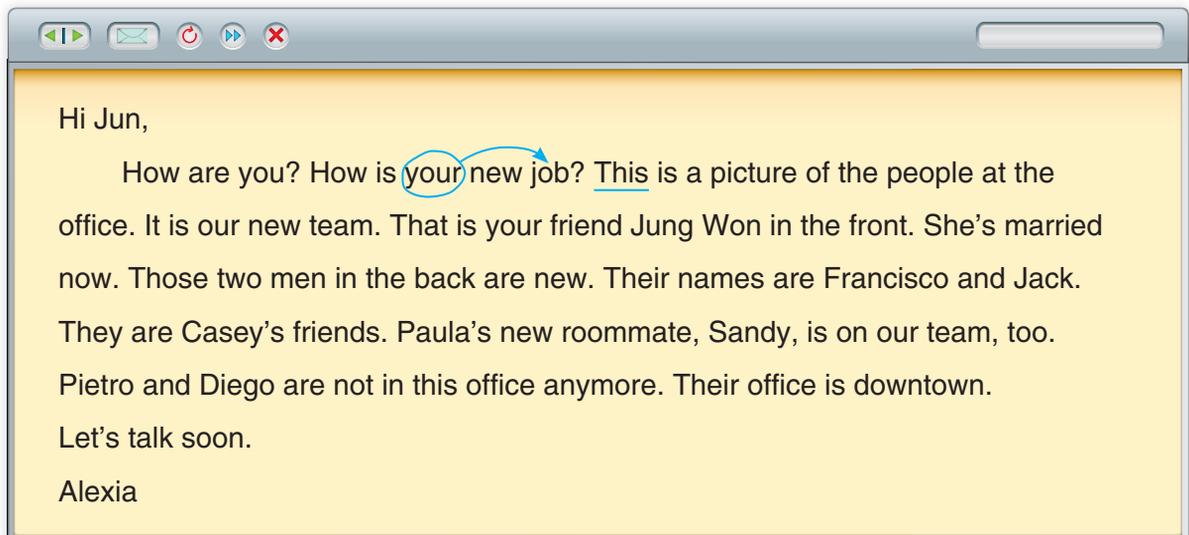
That office over there is Jon's office. Those offices over there are empty.

- 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?