



CLASS

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Object pronouns

A Professional environment

After this class you will be able to:

**Avoid repetition
by using object
pronouns.**





A PROFESSIONAL ENVIRONMENT

DIRECTIONS: Check the vocabulary, read the text and answer the questions

A positive professional environment is not just about the office space — it's about how people feel at work. When employees feel respected and supported, they stay motivated and work better.

Good communication is key. In a healthy workplace, coworkers **open up**, listen to each other, and solve problems together.

Balance is also important. Professionals who manage their time well and avoid burnout are usually happier. That's why many companies support mental health and flexible hours. It's important to **look after** your well-being and support your team.

What's more important at work: a good salary or a positive environment?

Do you find it easy or difficult to **open up** to your coworkers or classmates? Why?

OBJECT PRONOUNS

The **object pronouns** are the pronouns that receive the action in a sentence. We use them when we previously know who or what we are talking about to avoid repetitions.

For example:

My classmates are great, I really like working with **them**

SUBJECTS

I
YOU
HE
SHE
IT
WE
THEY

LOVE

OBJECTS

ME
YOU
HIM
HER
IT
US
THEY

Examples

My boss is very helpful. I trust **him**.

The new rules are confusing. Nobody understands **them**.

This is my team. I enjoy working with **them**.

The job is stressful, but I like **it**.

Replace the subject for an object pronoun

Our manager Karla, is very kind. Everyone respects **Karla**.

Mario is the new designer. We asked **Mario** to explain the new policy.

Sarah is our new team leader. We invited **Sarah** to the meeting

Lisa and I are reviewing the budget. The boss asked **Lisa and I** to finish it by Friday.

Replace the subject for an object pronoun

My coworkers are amazing. I really like **my coworkers**.

The reports are ready. Please send **the reports** to the manager.

The presentation is important. Don't forget to send **the presentation**.

David is our IT technician. I asked **David** to check my computer.

Complete with the correct object pronoun

Is she presenting **the project** to the **the whole team**?

Yes, she is presenting ___ to ___.

Did they email **the report** to **you**?

Yes, they emailed ___ to ___.

Are we discussing the **new proposal** with **Marcos, the new client**?

Yes, we are discussing ___ with ___.

Are you coordinating **the tasks** with them?”

Yes, I'm coordinating ___ to make sure everything is on track.



A BUSY DAY AT THE OFFICE

DIRECTIONS: Check the vocabulary with your teacher (pink) , then complete the conversation by replacing the subject (purple) for the correct object pronoun.

Today, Sarah and John were working on a project for a client, and they needed to send the final report by the end of the day. *Sarah* asked John if he could help ___ finish the last section. John agreed.

While they were working, *their manager, Mark*, **came in** and asked if they sent ___ the *updated version of the report*. Sarah replied, “Not yet, but we will send ___ **shortly.**”

Later, Sarah had to open an email from the client and she needed to read it carefully. She opened it and said, “John, can you **look after** *the meeting* while I finish reading this?” John replied, “Sure, I will **take care of** ___.”

Sarah and John **forwarded** the email to Mark, saying, “Please check this and send ___ the details we need”

At the end of the day, Sarah and John were happy they finished everything on time.

AT THE OFFICE

DIRECTIONS: Answer the questions by replacing the subject for an object pronoun. Provide a complete answer. Follow the example.

*Example: Do you find it easy to open up to **your coworkers**?
Yes, I find it easy to open up to **them** because we share similar ideas.*

Do you enjoy working with **your colleagues**?

Do you have regular meetings with **your manager**?

Do you have to talk to **clients** frequently?

Do you enjoy attending **company events**?

Do you find **the office environment** comfortable?

Verbs & Phrasal verbs learned in this lesson

LOOK AFTER

SHORTLY

OPEN UP

FORWARD



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