

Max: Hi. Are you Carla?

Carla: Yes, I am.

Max: I'm Max. Nice to meet you.

Carla: Nice to meet you, too.

Max: Welcome to the company. This is our office. And this is your (1) _____.

Carla: OK.

Max: These are your (2) _____ for the office.

Carla: OK.

Max: This is your (3) _____ and this is the password.

Carla: Great.

Max: And that is my (4) _____. Please ask me for help.

Carla: Thank you. Are those (5) _____ of your family?

Max: Yes. That's my son and that's my daughter.

Carla: Very nice.

Max: Thank you. OK. Any questions?

Carla: Yes, where's my (6) _____?

Max: Oh. Sorry. It's in the meeting room!