

11 Choose the correct verb to fit the sentence.

- 1 How are we going to *solve/deal/tackle* with delivery problems?
- 2 I don't think we can *cope/tackle/take care* with fewer people.
- 3 We think it's important to *identify/deal/cope* the problems now.
- 4 Who will *take care/deal/tackle* of our business clients?
- 5 We have been trying to *cope/solve/take care* the software problem.
- 6 Before we go on, let's *identify/clarify/solve* this question.

12 Complete the sentences with the words from the box.

according to • apart from • concerns • moreover • regarding • with regard

- 1 I'll give you an overview of some figures _____ to car exports.
- 2 _____, I'd like to tell you something about the new software.
- 3 Let's now turn to the next question which _____ customer service.
- 4 _____ a few spelling mistakes, the new brochure is very good.
- 5 Let me give you some details _____ our Chinese factory.
- 6 _____ the handbook, the scanner is user-friendly.

13 Put the words in the right order to make sentences with expressions from this unit.

- 1 move now to point next let's on the
- 2 all topic as today is you know our globalization
- 3 inform is to aim about my latest you the developments
- 4 be additionally figures discussing most will we the important
- 5 said brief give I you earlier a I'll as overview
- 6 study customers according with this it satisfied to our are

14 It's your turn now. Prepare the main part of a presentation using phrases from this unit. Use the checklist to help.**CHECKLIST FOR THE MAIN PART OF A PRESENTATION**

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|--|---|
| ☒ 1 B riefly state your topic again. | ☒ 5 S ignal the end of each part. |
| ☒ 2 E xplain your objective(s). | ☒ 6 H ighlight the main points. |
| ☒ 3 S ignal the beginning of each part. | ☒ 7 O utline the main ideas in bullet-point form. |
| ☒ 4 T alk about your topic. | ☒ 8 T ell listeners you've reached the end of the main part. |

