

**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**

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

