

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 Briefly state your topic again.	<input checked="" type="checkbox"/> 5 Signal the end of each part.
<input checked="" type="checkbox"/> 2 Explain your objective(s).	<input checked="" type="checkbox"/> 6 Highlight the main points.
<input checked="" type="checkbox"/> 3 Signal the beginning of each part.	<input checked="" type="checkbox"/> 7 Outline the main ideas in bullet-point form.
<input checked="" type="checkbox"/> 4 Talk about your topic.	<input checked="" type="checkbox"/> 8 Tell listeners you've reached the end of the main part.

