1 **Listen to four excerpts from the question phase of a presentation. How does the presenter deal with the questions? Tick (✓) the correct box.**

	1	2	3	4
She answers the question.				
She doesn't answer.				
She doesn't know the answer.				
She doesn't understand the question.				

2

AUDIO 38 **Listen again and complete the sentences from the presentation.**

1 And now I'll be _____ any questions you may have. Yes?
You were talking about software problems. What exactly _____ by that?
Well, I _____ that the new software is being tested at the moment. (...)
Does that answer your question?

AUDIO 39

2 _____ telling us whether the new software will help to improve our company's image?
I'm afraid I don't _____ your question. Could you be a bit more specific?

AUDIO 40

3 I have _____. It's about the piloting stage. Which division will start piloting the software first?
If you _____, I'd prefer not to discuss that today.
_____, there will be a meeting next week where that will be decided.

AUDIO 41

4 You spoke about special training courses earlier. _____ how they will be organized?
Sorry, _____ that's not my field. But I'm sure Linda Cole from the training department _____ that question.

LIVEWORKSHEETS