

- **1. The first part of the text (lines 1-4) describes the general situation of the company. The main problem is the lack of communication between the different departments. This has led to a number of errors and delays in the production process.**
- **2. The second part of the text (lines 5-8) discusses the reasons for these problems. The main cause is the lack of a clear communication plan. There is no one responsible for ensuring that all departments are kept up to date on the progress of the project.**
- **3. The third part of the text (lines 9-12) outlines the proposed solution. It is suggested that a communication committee be set up. This committee would be responsible for coordinating the work of all departments and ensuring that everyone is aware of the current status of the project.**
- **4. The fourth part of the text (lines 13-16) describes the expected benefits of the proposed solution. It is expected that this will lead to a more efficient production process, with fewer errors and delays. It will also improve the overall quality of the products.**
- **5. The fifth part of the text (lines 17-20) concludes the report. It states that the proposed solution is a realistic and effective way of addressing the communication problems. It is recommended that the communication committee be set up as soon as possible.**

Questions for Oral Answers

1. **What is the main problem described in the text?**
2. **What are the reasons for this problem?**
3. **What is the proposed solution?**
4. **What are the expected benefits of the proposed solution?**
5. **What is the conclusion of the report?**
6. **What is the main cause of the communication problems?**
7. **What is the role of the communication committee?**
8. **What are the expected benefits of the proposed solution?**
9. **What is the main problem described in the text?**
10. **What are the reasons for this problem?**
11. **What is the proposed solution?**
12. **What are the expected benefits of the proposed solution?**
13. **What is the conclusion of the report?**

