

- **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. One of the main causes is the lack of a clear communication plan. Another reason is the fact that the different departments do not have enough information about each other's work.**
- **3. The third part of the text (lines 9-12) describes the measures that have been taken to solve these problems. The first measure is to establish a communication plan. This plan should specify the responsibilities of each department and the way in which they should communicate with each other.**
- **4. The second measure is to provide each department with the information it needs to do its job. This can be done by holding regular meetings and by sharing information through a central database.**
- **5. The third measure is to improve the communication skills of the staff. This can be done by providing training courses and by encouraging staff to communicate more effectively.**
- **6. The fourth measure is to monitor the progress of the communication plan. This can be done by setting up a communication committee and by holding regular reviews.**
- **7. The fifth measure is to evaluate the results of the communication plan. This can be done by comparing the current situation with the situation before the plan was implemented.**
- **8. The sixth measure is to make any necessary adjustments to the communication plan. This can be done by holding regular reviews and by involving staff in the process.**
- **9. The seventh measure is to ensure that the communication plan is implemented consistently. This can be done by providing training and support to staff and by monitoring their progress.**

Questions for Oral Answers

1. **What is the main problem described in the text?**
2. **What are the reasons for these problems?**
3. **What measures have been taken to solve these problems?**
4. **What is the first measure mentioned in the text?**
5. **What is the second measure mentioned in the text?**
6. **What is the third measure mentioned in the text?**
7. **What is the fourth measure mentioned in the text?**
8. **What is the fifth measure mentioned in the text?**
9. **What is the sixth measure mentioned in the text?**

