**SPEAKING page 27**

**Good afternoon, we introduce ourselves. We are representatives of the company KLI solutions .**

**Se presentan\*\*\*\*\***

**We are a consultancy for small companies to solve their problems in business development or organization.**

**And we are going to resolve a lot of problems for users.**

PROBLEM B

This user has a problem. That is that he needs to see his sales representatives' appointments with customers at the same time and on the same screen. So he knows when to call and not interrupt meetings.

SOLUTION

We have the solution to this problem. Only sales people should use Google Calendar WorkSpace. This tool allows you to share the calendar and see when sales reps are busy with a meeting.

PROBLEM E

Another user complains that he receives too many emails and needs a better way to communicate. He says he spends more time dealing with emails than with customers.

SOLUTION

1. To address this problem we would recommend as a company to implement collaboration tools. Such as Microsoft Teams for fast and direct communications.
2. Set up filters and folders in your email client to automatically organize messages. This can help separate important emails from less relevant ones.
3. Automate the mail, Set up autoresponders to inform senders that you have received their email and that you will respond shortly. This can reduce sender anxiety.