

Page 1 Ex 1 C

- 1) get distracted
- 2) put off
- 3) waste time
- 4) prioritise tasks
- 5) multitask
- 6) meet a deadline, get things done
- 7) leave things until the last minute
- 8) do things ahead of time
- 9) use your time wisely
- 10) get started

Page 2 Ex 6

- 1) are you two doing
- 2) might
- 3) I'm going to have
- 4) are going
- 5) is bringing
- 6) we'll have
- 7) is going to bring
- 8) is coming
- 9) I'll text
- 10) I'll call
- 11) I'll speak

Page 3 Ex 10 B

- 1 Hungry? Lunch at Pavarotti's 1p.m.? Rx
- 2 Going to Elton John concert. Want a ticket? Tonya
- 3 Pete can't come to dinner. Call him on 01954 627 823. Jayne
- 4 Sorry, can't come to the cinema tonight. Too much work. Enjoy it. Bess

Ex 11

1. Hi, could you please water the plants while I'm away this weekend?
2. Hey! Would you like to come watch a movie at the cinema with me?
3. Hey, sorry for missing the meeting yesterday. Can we meet today to discuss what I missed?

Page 6 Ex 1 A

- 1) Will you be able to meet e) the deadline on this job or will you be late?
- 2) Well I'm ready! Shall we get a) started and open the meeting?
- 3) Do you think she's going to put things c) off? She already has a lot of work to do.
- 4) My son always gets b) distracted when he's doing his homework.

5) I'm going to use my time d) wisely and check my luggage while I'm waiting for the taxi.

B

1 Don't worry. I'll finish ahead of time. I don't usually waste time.

2 Tell him to finish it all ahead of time and then it won't be such a problem.

3 I don't think so. She probably wants to get it done fast and she is pretty good at multitasking.
multitasking

4 Good idea as we have limited time. I'd like to start by prioritising our most important tasks.

5 Yes, better not to leave things to the last minute or you'll miss your flight.